

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

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

Date and Time: Monday 28th October 2024 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GS) Chair, Bruce Bulgin (BB), Kate Stewart (KS), Alan Jones (AJ), Annette Whibley (AW), Gill Thomas (GT), Debbie Moss (DM).

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

24/220	Apologies for absence Apologies were received Cllrs Burford, Baskett & Ford.
24/221	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 23rd September 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 - 23rd September, 14th October Finance & Policy Committee Meeting - 14th October It was resolved to approve minutes as listed as correct record of meetings Proposed GS, seconded BB, all in favour
24/222	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None
24/223	Declaration of interest relating to any item on the agenda. Cllr Stewart - School grant application and allotment inspection report.
24/224	Chairman's Announcements Chair reminded Councillors of the Arts Festival on 30th October, Litter Pick on 1st November. Thanks were extended to Rebecca our outgoing Community Centre Officer for all her hard work since joining us in 2018. Thanks, were also extended to Cllr Whibley for her efforts in notifying residents of ongoing roadwork issues in Church Crookham.

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24/225	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. Questions for County Cllr Parker - Agreed to establish if more comprehensive work to pavement repair Sandy Lane will be carried out and to investigate concerns over regular flooding raised by 90-year-old resident of Gables Road recently exacerbated by other issues in the area. Cllr Whibley raised concerns about the response times for a gas emergency and incursion onto the road at Crookham Crossroads works. Cllr Parker responded that the Sunday permit was due to SGN needing to make safe a gas escape and would ask his officers to check the road incursion. HDC Cllr Axam was pleased to report that HDC are reporting a surplus in the current year. The surplus is likely to be ring fenced to fund a revised Local Plan due to the potential outcome of the NPPF.
24/226	Grant Applications To receive and consider approval of grant applications From the £16k budget to date grants awarded total £7k to Challengers, Vine Church, Citizens Advice, Fleet Festivities and Art Festival a) Fleet TC had money left over from Coronation Celebration which was partly supported through a grant. A proportion of the grant was left over and request was made to roll this amount over into a future community event. £209.66. Councillors agreed that the balance be used to support the Fleet TC Christmas lunch. b) Royal British Legion Poppy Appeal £200 proposal made by Cllr Saunders as CCPC ordered 2 wreaths for Remembrance service to lay at War memorial on Gally Hill Road and Gurkha Statue in Crookham Park. Usual donation is £100 annually. Approved £200 Proposed GS, seconded BB, all in favour. c) Fleet Xmas Lunch £300 Approved Proposed GS, seconded BB, all in favour. d) Church Crookham Junior School PTFA - School Library £10,000. Grant of £4,000 approved as per limitation on individual grant award levels. Proposed GS, seconded BB, 6 in favour, 1 abstention.
24/227	Taylor Wimpey and Crookham Park Update To receive an update on Crookham Park outstanding developer obligations Following the September meeting Taylor Wimpey was asked to commit to a monthly update on Crookham Park outstanding site issues in time for the monthly meeting. The October update is summarised below: Transfer of land TW request that CCPC confirm happy to sign off plans then TW will instruct legal and issue an invoice for the payment of the commuted sum. CCPC response: Final version of plan for transfer approved and commuted sum of £29,474. Streetlighting TW reported GTC were on site on 24/10 with their findings report awaited which will be forwarded upon receipt. TW will action the GTC report as required as the nights are drawing in. TW also commit to undertaking a full inspection of the lights through the development this is booked in their calendar end of November. The lantern head for the column near Sainsburys is on back order, if there is much more of a delay, TW

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	will arrange for a temp head to be installed. Leipzig Road TW report that Enervo have started some of the works they are to be chased for completion. From the last update it is understood all tenders have been returned and are being evaluated by commercial. Commercial dept. has been chased. Drainage Commercial department have been asked for a start date on item 7 (ditch to rear of athletics track as they need to show a presence on site. As soon as a date is obtained TW will report back to CCPC. Management Company Since TW last updated on the management company, site visits have been undertaken TW note that ditch grilles had been cleared and locked. CCPC to report any concerns during Autumn leaf fall period. Footway/Carriageway Works Bancumms have provided a start date early December for the footway which has not been topped off and the South Thames carriageway works at junction of Gurkha / Gurung and Dragons Way. CCPC requested that residents likely to be affected by works to be notified in advance. Trim trail/Gym equipment Commercial have been chasing for resolution of RoSPA items SANG This is due for retender this year. TW request feedback on what has gone well and what could have been improved for tendering process. CCPC will give positive feedback on the current management team.
24/228	Finance & Policy Committee Recommendations To receive the minutes and approve recommendations from the Finance & Policy Committee meeting held on 14th October Finance & Policy Committee meeting reports for information as provided at meeting. Minutes also available and list of recommendations for approval by Full Council as below: a) To consider a budget for an art budget - see agenda item 24/234 below b) Pitch renovations of £18,915 to be taken as cost in year rather than release EMR c) Increase Open Space maintenance by £15k to implement knee rail project to safeguard open spaces d) Recommend maturing Flagstone deposits placed for further 3 months: Sainsburys £149,600 plus Holding account monies (Precept cash) Nationwide £100,000 (\$106 cash) e) External Audit report recommended for approval subject to responses awaited. In addition, Debtors & Creditors were reviewed and level of General Reserves agreed as at an acceptable level. Councillor Saunders confirmed that the F&P committee will be looking to address the internal auditors concerns over the shortfall showing on the CCLA investment even though this has been offset by the income derived from the investment at the meeting to be held in January. It was resolved to approve the recommendations of the Finance & Policy committee as listed Proposed GS, seconded BB, all in favour.

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24/229	Conclusion of External Audit Report To review the conclusion of External Audit report and make any recommendations for action. Conclusion of the External Audit report was received with the following comments: The AGAR was not accurately completed before submission for review: A minor error of omission box should have been ticked to answer NO. A simple error to correct in future years. The Internal auditor did not cover all the recommended objectives to confirm compliance that the relevant procedures and controls in operation were being achieved throughout the year Objective L relating to relevant information on website. This is ticked N/A - Will be discussed with Internal auditor at interim audit. Independence of internal auditor not minuted - this is disputed as this was considered and minuted under minute reference 24/009 in January 24. Subject to comment from Internal Auditor External Audit report was approved Proposed GS, seconded BB, all in favour.
24/230	Staff Committee Meeting Recommendations To receive and approve recommendations from the Staff Committee meeting held 28th October The Staff Committee meeting was held just before the Full Council with the following recommendations details of which will be included in a FORM for ratification following the meeting: Staff recruitment process - to appoint Community Centre & Events Officer following the interview process. Four very high calibre candidates were interviewed. The starting salary was agreed. Staff requirements - to receive a recommendation for staff hours flexibility to work up to 25 hours per week working at discretion of Clerk and to budget on this basis. Staff salary review - to receive a recommendation for salary uplift of Clerk and to approve back-pay of local government pay award for employees who have left employment since 1 April 24. (please note that salary details will not be made public and will be circulated via a FORM for ratification subsequent to the meeting). Proposed GS, seconded DM, all in favour.
24/231	Hart District Council S106 available funds To receive and approve a recommendation to submit a request for drawdown of available S106 funds for replacement slide at Azalea Gardens play park. Following confirmation that the static slide at Azalea play park cannot be repaired, suitable play equipment to replace has begun to be sought. Play company have suggested better use of the space that the current slide occupied by having a combined slide / play space underneath. In the meantime, HDC issued the list of current S106 funds held on behalf of CCPC which totals £5,190. Funds are required to be spent on leisure and open spaces. It was resolved to approve to request drawdown of S106 funds held on behalf of CCPC by HDC to offset cost of replacement new slide play equipment to be agreed for Azalea play park. Proposed GS, seconded BB, all in favour.

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24/232	Social Media Meeting To receive a report and consideration of actions following a social media review meeting A meeting was held on Friday 18th to discuss how the Parish Council presence can be improved and better engagement achieved. This was a very fruitful discussion between Cllrs Stewart, Whibley and Clerk and CCO. Newsletter: Agreed that the content would be written and agreed (including proof read) before being formatted making the process of contribution and then determining size and items for inclusion. A plan to hold regular meetings with new CCO to agree content and help structure the timescales for delivery. Social media and Website - discussions around content type and a consistent style whilst ensuring that the information provided is factual, accurate, informative, modern in style and to promote the work of the council to improve engagement. Suggest that regular meetings with CCO to have a forward plan of social media content and look to expand the platforms that CCPC currently on. It was agreed to review the promotion and publicity budget to ensure that it will facilitate any change in newsletter size and distribution schedule.										
24/233	Allotment Site matters To receive the allotment inspection report and to approve a deposit reconciliation write-off Allotment inspection report - Thank you to Cllrs Saunders and Bulgin for assisting Facilities Officer on her first allotment inspection. Report for approval of recommended actions was reviewed. It was resolved to approve the allotment inspection report and recommended actions Proposed GS, seconded GT, 6 in favour, 1 abstention.										
24/234	Public Art To discuss an extension of public art throughout the wider parish following depletion of the S106 Crookham Park specific art budget A request was made by Cllr Thomas at the F& P committee meeting to consider a project /budget EMR to extend art projects into the wider community following depletion of the S106 Crookham Park specific art funding. It was agreed that areas such as Azalea play park and open space and Peter Driver Sports Ground and Chesilton woods will be included and that an art installation should be useable such as bench. Finance & Policy committee would consider a budget up to £20k.										
24/235	Newsletter To review and approve the November newsletter for issue. Newsletter was provided for review and approved subject to final editing by Clerk and Cllr Whibley.										
24/236	Quotes To receive and approve quotes for works required <table><tr><th>Notes</th><th>Supplier</th><th>Description</th><th>Net Quote Amount</th><th>Budget line</th></tr><tr><td>To enhance water safety measures at 3 sites with expertise from AWC</td><td>Assured Water Compliance</td><td>Monthly water hygiene service visit</td><td>1,680.00</td><td>4230 4340</td></tr></table>	Notes	Supplier	Description	Net Quote Amount	Budget line	To enhance water safety measures at 3 sites with expertise from AWC	Assured Water Compliance	Monthly water hygiene service visit	1,680.00	4230 4340
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	Work completed due to safety concerns re gate closure	Sawscapes Play	Repair gate at Orchard Park	630.00	4325 (EMR 388)
	2x Tennis nets and posts & 2x pairs of 11-Aside football nets and hooks	Mark Harrod	New nets for Tennis and 11-Aside Football	967.09	4400 4306
	Replace bridge across ditch to make safety compliant	Mettagarden	Bridge replace whilst on site carrying out other work	1,752.00	4325 (S106)
	Ecological baseline in advance of tree work in Channer copse	John Wenman ecological services	Required as per Forestry Commission felling licence	1,154.00	4320 (S106)
	Cameras need upgrading, cables are fine - alarm has been going off for months because one camera is no longer working. All 6 need replacing	Axis Fire & Security	Upgrade CCTV cameras at the allotments	3,406.82	4312
	Would like far side of the Muga to see the gate and street snooker, looking the direction of Aldi	Axis Fire & Security	Add another CCTV camera at Peter Driver	2,500 - 3,500	4230 (EMR)
	To fit Lovely black recycled plastic knee rails at High Trees, samples on my desk	Treasure Fencing	Cost to fit - 2nd quote has been requested for comparison	6,500.00	4325
	414m Knee rail fencing - £285 delivery cost	Plastecowood	Quote 1 for material	11,225.00	Quote 1 accepted 4325
	414m Knee rail fencing - £889 delivery cost plus need a Telehandler!	Filcris	Quote 2 for material	11,576.25	
	Roof leak fix, clean and repoint brick work, replace new trim	Secure Fix Roofing	Quote 1	5,500.00	Quote 1 accepted 4340 (EMR 390)
	Original contact Nadco Roofing - passed to Goulds as job was too small! - Clean roof and lay membrane	Goulds Roofing Ltd	Quote 2	811.00	
	It was resolved to approve quotes as above Proposed GS, seconded GT, all in favour.				
24/237	To approve payment of accounts for October 2024				
	Finance report was signed off by Councillors GT and BB for October payments. It was resolved to approve October finance report Proposed GT, seconded BB, all in favour.				

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24/238	Clerk's Report To receive Clerk's report and approve any actions arising Pleased to report Deputy Clerk & Finance Officer has passed her second FILCA module so making good and quick progress. Remembrance Sunday event upcoming. Thank you, Cllr Jones, and Cllr Bulgin for volunteering to read names/ lay wreath. It is also planned to lay a wreath at Gurkha Statue. Clerk asked whether a better PA could be sourced so better sound at War memorial but current PA at centre will be in use for the Sunday Vine Church service. Community Centre water samples were retested following remediation action taken and pleased to report water now clear of Legionella at outside toilet tap.
24/239	To receive monthly safety reports Safety reports were reviewed
24/240	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Cllr Saunders provided an update on FACC Rushmoor Borough Council is waiting on Natural England's response on the likely impact on the Thames Basin Heath special protection area of more flying - FAL expect that will be submitted by the end of this month, at which point they expect RBC to go out to public consultation again (before year-end 2024) with the application going before committee late in 1Q25. Air traffic movements are back to 2018 levels, so down year on year. Frustration by FAL management that the airspace change PIR is still with the CAA (2 years late), but there had been a meeting of the Noise Sub-Committee which had finally seen the results of the noise monitoring in Churt (undertaken in 2023) which will be presented to the next FACC (21 Nov) and they are now working on the reports for the monitoring that took place in Church Crookham and Ewshot. The airport was visited by a group of children from Church Crookham Junior School.
24/241	To agree dates of next meetings Upcoming meetings 2024/25 dates were agreed as follows: 11th November 7.30pm PLANNING 25th November 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 9th December 7.30pm PLANNING 13th January 7.30pm PLANNING followed by FINANCE & POLICY Committee from 7.45pm 27th January 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 10th February 7.30pm PLANNING 24th February 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 10th March 7.30pm PLANNING 24th March 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm

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The meeting closed at 9:14pm

Signed:

Date: