



CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting Minutes

Date: 28/04/2025
Place: Acorn Hall
In attendance: Cllr Nick Baskett, Cllr John Ford, Cllr Alan Jones, Cllr Gareth Saunders, Cllr Kate Stewart, Cllr Gill Thomas, Cllr Annette Whibley
Also: Clerk Claire Inglis, Deputy Clerk Sam Rowe

Meeting commenced at 19:45

25/083	Apologies for absence Apologies were received from Cllrs Bulgin, Burford and Moss. HDC Cllr Axam also sent his apologies.
25/084	Approval of Minutes from previous meetings To approve minutes of the following meetings: Full Council Monday 24th March 2025 Planning Committee meeting held 24th March and 14th April 2025 Finance & Policy meeting held 14th April 2025 It was resolved to approve the minutes of the above meetings as a true record Proposed GS, seconded GT, all in favour.
25/085	Dispensations None received
25/086	Declaration of interest relating to any item on the agenda. Cllr Stewart in relation to agenda item 25/093 Allotment Inspection report
25/087	Chairman's announcements None
25/088	Public Session This is an opportunity for members of the public to bring matters to the attention of the meeting. Cllr Parker reported that there was no monthly report as meetings not planned in April due to normal purdah rules (still applied even though elections postponed this year).

	Cllr Parker however reported on road improvement schemes: Reading Road South pedestrian crossings - feasibility drawings for the crossings are in progress. Final designs anticipated in June for appointment of contract in January. [Cllr Ford left meeting at 19.52 returned at 19.55] No Right turns - Froom Aldi and Tesco Express have been approved and just awaiting appointment of contractor. Sandy Lane Zebra crossing - progressing. Cllr Stewart raised concerns over the school crossing patrol management. Cllr Parker asked for these to be shared with him. Tweseldown / Bourley / Beacon Hill junction - following awful road incidents at this junction over the weekend CCPC raised significant concerns over the lack of acceptable proposals to create a junction that is safe for ALL road users and pedestrians. There are too many accidents and incidences at this junction and urgent priority must be given to bring forward a workable solution. Councillors made number of suggestions for consideration and pressed Cllr Parker for more engagement with Hampshire officers to work towards a viable solution. Additional concerns were also raised about the extremely slow pace of progress on these projects endangering the possibility of time sensitive funding ending May 2026.
25/089	Grant Applications To receive and consider approval of grant applications Grant budget for the year was set at £16k Fleet Spurs grant £1,000 approved in March to be paid from 25/26 budget has been paid. Royal British Legion (Fleet) VE80 Celebration event £150 APPROVED Proposed GS, seconded NB, all in favour.
25/090	Consultations To consider and approve a response to the Hampshire County Council Future Services Consultation CCPC considered their response to the Hampshire County Council Consultation and approved the response as below: Church Crookham Parish Council strongly objects to any cuts to road improvement budgets. We are very concerned about the state of main roads in Church Crookham and note that there are frequent reports of residents sustaining expensive damage to their cars. Our primary routes, Aldershot Road, Reading Road South, and Gally Hill Road are all in a poor state. Some of these issues are down to general lack of maintenance and some issues are down to poor quality utility reinstatements, which are now breaking up and have not been addressed. These issues are bad enough for cars and other four-wheel vehicles but could be fatal to cyclists and motorbike users. HCC are keen to encourage people to cycle, but the lack of safe road surfaces is a major deterrent. Last year the County Council consulted on reducing their contribution to the maintenance of local roads by £7.5 million and 100% of the 21 local councils objected to this, 90% strongly. Despite this, HCC voted to go ahead with these cuts. This calls into question how genuine HCC's consultations on service cuts are.

	Church Crookham Parish Council have major concerns about HCC's approach to reducing the support you provide for children with special educational needs. HCC suggest that some should be provided with special training for independent travel. Having read the proposals in your document, we can see no suggestions on how much this would cost against the cost savings you hope to achieve. You have also taken no account of the fact that public transport in this area, notably buses and trains, is frequently inadequate, unreliable and unpredictable. Sudden interruptions in services would challenge children at mainstream schools, let alone those with special education needs. We think that this suggestion has huge safeguarding implications and would put a lot of pressure on the students and their parents, who already face considerable daily challenges. The financial contributions suggested for the parents of other students could also have major implications for families, at a time when council taxes, utility bills and other expenses are already creating stress and hardship for so many local families. The bottom line appears to be that you expect parents to accompany their children to school, but many of our local families need two incomes just to keep their heads above water in this challenging economic climate. It appears to the Parish Council that HCC are suggesting measures that would have a huge impact on the lives of a large number of local people in Church Crookham, including households that are already vulnerable. We would strongly urge HCC to revisit their finances and find other areas that would not do this. CCPC should point out that the public's perception of HCC is at an all-time low following the decision to cancel local elections. CCPC would like to put on the record our concern that HCC consultations appear to be targeted at people who are on social media and this marginalises older people and those on low incomes. Given that HCC are seeking to propose major changes to local council services later this year, can we please request that any further consultations by HCC include all of our Church Crookham residents, regardless of their access to technology. Proposed GS, seconded GT, all in favour.
25/091	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations Meeting with Taylor Wimpey had to be postponed so no update at this time. Meeting planned for early May.
25/092	Farnborough Airport An update on Farnborough Airport Limited <u>Summary of the noise monitoring carried out at the Church Crookham Community Centre during 1st Quarter 2024.</u> Of 7,117 flights logged, 3,352 passed over the mobile noise monitoring carried out (split 16% arrivals vs 84% departures, typical split over the year is 25/75). Largest daily movement was 60 (on 8/3), arrivals typically pass overhead at 900ft, departures at 2,300ft. Measured average Sound Exposure Levels - arrivals 81dB, depts 75dB. Almost all arrivals exceed 65dB (average 26 flights per day, max 60), about two thirds of departures (average 12 per day, max 40). It was considered that the report gives some good baseline data for future comparison, but provides little else that is useful at this time. It is the opinion of CCPC that air quality monitoring would be of more use to the people of Church Crookham.

	CAA Publication of the Post Implementation Review Two years after the PIR data-gathering, the CAA published the Post Implementation Review of the Airspace Change that commenced Feb 2020. Main conclusions : Change maintains a high degree of safety Enables the most efficient use of airspace Has had the expected impact on air quality and noise but Has had a greater impact on CO2 emissions than expected (the ACP anticipated CO2 emissions would increase by 1697t, the actual change was 3739t) meaning that FAL must implement some further mitigations. Conclusion 3.40 states the change has had no impact on the number of people significantly affected by aircraft noise, but that only applies to a narrow area close to the airfield - residents in the wider area (particularly an area from Hindhead to Churt) may disagree. The conclusions on people overflown - FAL claim of a reduction of 500,000 is technical in nature - it is a function of how it is measured, namely aircraft at higher altitudes are not deemed to be overflying. Most complaints during the PIR period came from GU10 (Churt) postcodes, whereas prior to the change the majority of complaints were from GU51 and GU52. One positive is that NATS and FAL have agreed to investigate noise complaints relating to Blackbushe traffic that has to hold to the south before transiting Farnborough's controlled airspace - previously, FAL refused to consider any non-FAL traffic complaints. FAL and NATS Farnborough must be able to handle other airspace users - this will now have to be a consideration for RBC in FAL's planning application for an increase in ATMs.
25/093	Allotment To receive an update report and allotment inspection report and approve any actions Update on allotment site 1) Annual invoices were issued and payments rolling in. Invoice confirmed price uplift next year which generated some questions which have been answered by the Clerk Explained that the price increase is to close the gap on expenditure over income for the site. Grounds maintenance team have been made aware that this site needs to be maintained to satisfy the tenants and keep paths regularly cut. CCPC confirmed that whilst the allotment site was never intended to make a profit, that the rental incomes should be increased to at least close the gap so that there is not a significant cost to the whole parish. 2) 1 plot unoccupied at end of year. 3) Inspection was carried out with Facilities Officer and Cllrs Moss and Baskett on Wednesday 23rd April. The Allotment Inspection was reviewed and recommendations contained within were approved. Proposed GS, seconded GT, 1 abstention, 6 in flavour.
25/094	Fleet Connect To consider and approve the Fleet Connect renewed contract Clerk attended recent update on Fleet Connect service. The report from Hampshire CC was reviewed in relation to the new contract details (confidential until appointed). It was resolved to approve new contract details to commence from 1st September 2025 at a cost £4,470. It was also agreed to transfer the Replacement vehicle amount of £959 to the CCPC Highways EMR as opposed to sending to HCC. Proposed GT, seconded GS, all in favour.

25/095	Logo Banner To approve design for new banner logo for Church Crookham Parish Council Councillors reviewed the v3 Logo Banner and suggested one minor change. Subject to the change it was resolved to approve the Logo banner Proposed GS, seconded GT, all in favour.
25/096	Spring Festival To approve costs for Spring Festival Cllr Whibley expressed thanks to Christie, Community Centre, Events and Communications Officer for all her hard work on pulling together what promises to be a great community event. Costs APPROVED for event: £1,560 Fairground rides £628 Inflatables £560 Tennis coaching £270 Face Painter £145 Banners £100 Lucky Dip £21 TENS notice TBC 1st Aid £3,284 total before 1st Aid Proposed GS, seconded AW, all in favour.
25/097	Pension & Payroll Reports To receive year end payroll and pension reports Clerk & Finance Officer confirm that all Year end HMRC and Pension Fund obligations have been completed. P60's have been issued and all HMRC PAYE Tax and NIC's were paid over before year end hence no Creditor at year end. LGPS pension annual return has been completed and due to be submitted before 30th April 2025. All Pension deductions were paid over before year end hence no Creditor at year end
25/098	Actual vs Budget To review the actual vs. budget figures for 2024/2025 and balance sheet and recommend for approval at Full Council S106 Actual vs Budget <u>Church Crookham Parish Council Actual vs Budget 2024 2025</u> April 2024 - March 2025 <u>Summary of Total Income, Expenditure, Projects and movements to Ear-Marked Reserves (EMRs)</u>

Precept or S106 S106		Values	
Inc or Exp	Type	Sum of Budget 24/25	Sum of Actuals year to date
Income		0	453,396
Exp		-95,035	-168,961
Project		-13,000	-5,641
EMR			-278,790
Grand Total		-108,035	4

£453k - S106 Income was maturing investments of £423k and S106 cash receipts £30k (Taylor Wimpey commuted sum for final playground).

£169k - Expenditure of this total £49k was investment made to Flagstone.

Therefore S106 expenditure was £120k vs budget of £95k. Overspend relating to securing open spaces with knee rail installation/ replacement.

£6k - Project mainly tree planting project in Crookham Park

£279k EMR movements is Net £374k of cash investments placed/matured and Net release of S106 expenditure in year of £96K.

i.e. Total expenditure including Projects £126k less cash received £30k is required net cash movement to refund Precept bank account.

Precept Actual vs Budget

Church Crookham Parish Council Actual vs Budget 2024 2025

April 2024 - March 2025

Summary of Total Income, Expenditure, Projects and movements to Ear-Marked Reserves (EMRs)

Precept or S106 Precept		Values	
Inc or Exp	Type	Sum of Budget 24/25	Sum of Actuals year to date
Income		404,678	466,682
Exp		-368,064	-352,798
Project		-9,000	-26,702
EMR		-27,875	-87,182
Grand Total		-261	0

Income

£467k which was £62k better than budget.

Income broken down as:-

£245k Precept

£108k Facility Income vs £94k budget

£88k Income interest vs £65k budget

£26k Sundry income mainly UKSPF grant award (£20k) and refund from SSEN re Azalea CCTV install (£4k)

Expenditure

£17k Salary cost savings due to new staff profile

£6k Comm centre maint overspend on roof repair

£3k Comm centre cleaning and security higher as more hiring/ deep cleans

£2k Project highways & transport services on new SID

£4k Grant budget increased

£56k resulting surplus transferred to CCLA mitigation EMR as approved.

Chair confirmed that CCPC remain comfortable with the investment in CCLA Local Authority Property Fund and is taking action by increasing the mitigation EMR.

Balance Sheet

Balance sheet is provided for review and approval and shows:-

Current assets £1,226,875 mainly cash held in bank accounts

Current liabilities £34,193 mainly year end accruals total £25k

	represented by General reserve and EMRs. 2025/2026 Budget - Agenda item 25/101 seeks approval of F&P recommendation to drawdown interest at year end on Flagstone Instant Access deposits. Therefore on this basis recommendation to Full Council is to increase Grants budget to £20k from £16k It was resolved to approve the recommendation of the Finance & Policy Committee to increase the Grants budget for 2025/26 from £16k to £20k Proposed GS, seconded NB, all in favour.
25/099	Ear Marked Reserves To review year end ear marked reserves and general reserves and recommend for approval at Full Council. Ear Marked Reserves held at year end total £1,035,207.48. Of which £808k Precept EMRs and £226k S106 (net of investments £1.34M which are shown as negative EMRs) General reserve £156,475 was agreed as in line with Treasury & Investment policy. Potential utilisation of EMRs during 25/26 Highways new SID 3k Memorial Sandstone plaque 4k Play equipment Azalea slide 4k (net of HDC S106 funds held) IT laptop (CCO) 1k Xmas decs lights 4k Caring in community 2k Lynwood path 9k Comm centre Easigrass 11k Subtotal 38k Subject to Fleet & Crookham AC moving to Crookham Park, possible spend at Peter Driver sports pavilion. Potential spend on Comm Centre new storage and replace kitchen, balance 62k after easigrass spend.
25/100	Year End Debtors and Creditors To review reports and recommend for approval at Full Council As at year end Debtors total outstanding was £1,847 of which £1,431 is current invoices outstanding (March invoices). Oldest debt MNFC football invoice chased but not paid - seek write-off approval as team no longer playing at Peter Driver. All other debtors being chased. It was resolved to approve the recommendation of Finance & Policy Committee to write-off debt of £144 unrecoverable from debtor and to ensure no future bookings taken from hirer of football MUGA. Proposed GS, seconded GT, all in favour. As at year end Creditors total was zero (April invoices posted to new financial year or prepaid) Balance sheet as presented in 25/098 shows other creditors and debtors all reconciled e.g. Holding deposits and Damage deposits held for future events at community centre.
25/101	Investment quarterly review To review the performance of the council's investments, deposits, and instant access accounts and make recommendations to Full Council for any actions

required

CCLA

The current investment of £900,000 which is a unit holding of 276,314.
As of 31st March 2025 the current mid-market valuation was 2.823542p per unit thus a valuation of £780k an improvement on the December quarter close of £774k. The mitigation shortfall of £120k is now partially offset by the EMR held at year end of £63k. This was increased due to the year end actual vs budget surplus.
The 25/26 budgeted mitigation EMR movement is £22k therefore the anticipated shortfall at close of 25/26 will be approx. £35k

Flagstone Cash Deposits

Following maturity of S106 £100k cash investment at end of March cash held in banks totals:
£1.2M of which £940k is held on Flagstone < 1 year (mixed Instant access, 3M, 6M, 1Y)
In addition on Flagstone £449,407 longer term deposits held.
Chair confirmed that all financial institution deposit criteria were met as per CCPC Treasury & Investment policy at the time of placing since the last F&P meeting.

It was resolved to approve the recommendation of Finance & Policy Committee to:

- i) £95,725.16 S106 maturity currently in HSBC is the amount required to refund Precept for S106 expenditure in Yr 24/25-**Place as Precept deposit on Flagstone for 3 months (will require CHAPS payment).**
 - ii) Expected April receipts 128k precept. Upon receipt raise £90k cheque from Unity to HSBC, then CHAPS to Flagstone (with £96 above) -**Place as Precept deposit on Flagstone for 12 months.**
 - iii) Standard Chartered £153k Precept due to mature 20/6/25 -**Rollover for 3 months.**
 - iv) Aldermore £100k S106 deposit maturing 30/6/25 -**Confirm to rollover of principle for 5 years to Jun 2030 and drawdown interest as budgeted.**
 - v) To approve drawdown and accounting for interest earned on Instant Access deposits on Flagstone at year end.
- Proposed GS, seconded JF, all in favour.**

For information anticipated bank balances at end April
Unity current account 25k

Unity payroll account 25k

Unity deposit account 100k

Flagstone HSBC Instant Access 85k

Flagstone**NEW**3 month deposit 96k

Flagstone Standard chartered 3 months 153k

Flagstone Nationwide 6 months 295k

Flagstone**NEW**12 month deposit c90k

General reserve held at year end £156k which is deemed appropriate and within the Treasury & Investment policy for General reserves held of min 4 months and max 6 months net revenue expenditure.

25/102	Internal Audit To review and approve response to final internal audit report The year end Internal Audit has been concluded. Observations made during the second audit visit on 7th April 2025 are below and proposed responses: Observation 1: This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings. Response: No Observation: This was subject to specific review by Council, who agreed to leave it set at £2 million. Recommendation: Council to note Priority: Medium CCPC Comment: Council have noted that the level of Fidelity Cover £2M for cash & bank holdings is less than the amount held £2.5M (at time of review) but are comfortable with this on the basis that £1.67M of this was held on long term deposit and held within the CCLA property fund therefore inaccessible/ less liquid Observation 2: Periodic bank account reconciliations were properly carried out during the year. Response: No Observation: There are no unexplained balancing entries in any reconciliation (Year End) Recommendation: It was noted that the Council has not recorded interest earned on Instant Access accounts held through the Flagstone Portal. It is understood that some of these balances may be held for a prolonged period of time. Interest on term deposits are recognised on maturity. Priority: High CCPC Comment: The Clerk had raised the treatment of interest when the Flagstone platform was first in use but CCPC recognise that interest earned on Instant access deposits should be recognised in the accounts. CCPC therefore plan to resolve to account for this at year end and drawdown from the Flagstone platform at year end. CCPC will continue to recognise interest earned on long term deposits at point of maturity. It was resolved to approve the Internal Audit Report and the comments/ responses by CCPC Proposed GS, seconded KS, all in favour.
25/103	Notice of Public Rights To confirm dates for Notice of Public Rights period for 2024/25 accounts It was resolved to confirm that the announcement date for the Notice of Public Rights 2024/25 will be Wednesday 18th June with the notice period running from Thursday 19th June until Thursday 31st July (30 working days in total and covering at least 1st to 10th July) Proposed GS, seconded NB, all in favour.
25/104	Annual Governance Statement To review and approve Annual Governance statement for 2024/25 - Section 1 of the Annual Governance and Accountability Return (AGAR) Upon review of the assertions covered under Section 1 of the Annual Governance Statement 2024/25 CCPC agree that:

	1) Yes - arrangements for effective financial management during the year were in place for the preparation of the accounting statements 2) Yes - an adequate system of Internal controls was maintained and reviewed in February 2025. CCPC further confirm that they agree the effectiveness of these reviewed controls. 3) Yes - Whilst the AGAR was not correctly published on the website CCPC do not believe that this oversight had a significant financial effect on its ability to conduct business or manage its finances. 4) Yes - Proper notice was made to provide electors with the opportunity to exercise their rights to inspect the financial records 5) Yes - Risk was assessed and insurance was in place 6) Yes - an adequate and effective internal audit was performed and CCPC confirm that this was by an independent and competent person. 7) Yes - Appropriate action has been and will be taken on all audit matters raised. 8) Yes - CCPC disclosed everything it should have about its business activity during the year. 9) N/a - CCPC confirm that Trust funds are not applicable. It was resolved to approve Section 1 of the Annual Governance Statement 2024/25 as per responses set out above. Proposed GS, seconded GT, all in favour.
25/105	Statement of Accounts To review and approve the Statement of Accounts 2024/25 - Section 2 of the Annual Governance and Accountability Return (AGAR) Section 2 of the Annual Governance Statement is a representation of the accounts as audited by the Internal auditor. The summary balance sheet confirms the Reserves figure £1,191,682. Value of cash at bank £1,207,455 Assets as per reconciliation £4,150,158 It was resolved to approve Section 2 of the Annual Governance Statement of Accounts Proposed GS, seconded JF, all in favour.
25/106	Payment of accounts To approve current month payment of accounts Cllrs Moss and Ford signed off payments in month and were happy with the paperless system. It was resolved to approve the report of accounts for April Proposed JF, seconded GS, all in favour.
25/107	Quotes To receive and approve quotes for works required It was resolved to approve the quotes as follows: £3969.63 STOPEM - Peter Driver replacement height barrier (to be pursued through insurance) via FORMS £1064.91 Axis - Emergency lights in comm centre replacement batteries £3204.00 Window Flowers summer flowers £1,560 Treasure Fencing - paving slabs to play park benches £2,750 Treasure Fencing - concrete in allotment posts £358.91 Mark Harrod - goal post wheels x 4 £1,595.00 Replay Maintenance - Peter Driver MUGA 4 annual visits

	£1050.00 Danny Scutt - Comm Centre redecorate summer £370.48 Axis - Replace old fire call points x 3 Proposed GS, seconded JF, all in favour.
25/108	Clerks Report To receive Clerks report and approve any actions arising <u>HDC and HCC</u> Clerk is experiencing more "pass the buck" situation with reports made by residents passed onto Parish Council with no apparent investigation as to who is responsible. Firstly this is frustrating for residents but also time consuming for Clerk when the issue should in fact be resolved by e.g. HDC as per recent experience. Apology received from HDC Officer but what is the answer to this issue especially as we move forward in to Local Government Reorganisation and Devolution. <u>Community Governance Review</u> Clerk has been in conversation with local Clerk re CGR. There does not appear to be a huge appetite for merging of smaller parishes even though there may appear to be similar issues the "sense of PLACE" characteristics are very different. Therefore this would be very difficult to achieve. CGR was brought up at the HDAPTC meeting by councils saying that there is a lack of representation by smaller parishes. In some cases CGR would be a good thing to merge some smaller parishes, one benefit cited making Clerk hiring easier, but these hurdles would be unachievable in a short space of time. If these smaller parishes do not engage in HDAPTC meetings then the conversations are not likely to commence. This consultation seems to be a knee jerk reaction by District due to the Local Government Reorganisation. Clerk does not believe that e.g. Hart DC have approached any small parishes direct to encourage a discussion with their neighbours on this subject. The timelines to achieve a CGR feel very tight for what would be a proposal to merge parishes and readjust numbers of councillors to cover a reshaped parish. In the short term I have extended my Clerk support to local Clerks. <u>Cleaning contract</u> retender dates need to be pushed due to busy office being unable to progress this project <u>Tommy Remembrance figures Campaign by RBL and Men's Shed</u> CCPC happy to pursue seeking to install Tommy figures around the parish.
25/109	Safety reports To receive monthly reports Reports were reviewed
25/110	External Bodies Committees Report To report on external bodies committee meetings attended and recommend any action required Parish Council Clerk attended HDAPTC meeting - notes under Clerks report Clerk attended Fleet Connect update meeting Cllr Saunders provided update on Farnborough Airport as above
25/111	Next Full Council Meeting

ANNUAL PARISH MEETING Wednesday 7th May from 7pm
Planning Committee Monday 12th May from 7.30pm
Annual Meeting of the Full Council Monday 19th May from 7.30pm
Planning Committee Monday 9th June from 7.30pm
Planning Committee Monday 23rd June from 7.30pm followed by Full Council

Meeting Closed at 9.26pm

Signed _____

Date _____