



CHURCH CROOKHAM PARISH COUNCIL

Annual Meeting of Church Crookham Parish Council Minutes

Date: 19/05/2025
Place: Acorn Hall
In attendance: Cllr Nick Baskett, Cllr Bruce Bulgin, Cllr Michael Burford, Cllr Alan Jones, Cllr Debbie Moss, Cllr Gareth Saunders, Cllr Kate Stewart, Cllr Gill Thomas, Cllr Annette Whibley

Also:

Meeting commenced at 19:45

25/112	Appointment of Chair To appoint Chair of the Full Council of Church Crookham Parish Council and receive Chair's acceptance of office Cllr Moss proposed Cllr Saunders for position of Chair of the Council Seconded by Cllr GT, all in favour.
25/113	Appointment of Vice Chair To appoint Vice-Chair of the Full Council of Church Crookham Parish Council and receive Vice-Chair's acceptance of office Cllr Saunders confirmed that Cllr Bulgin has stepped down from Vice Chair and thanked him for his ongoing commitment as Councillor. It was resolved to appoint Cllr Whibley as Vice Chair Proposed GS, seconded DM, all in favour.
25/114	Apologies for absence Apologies were received from Cllr Ford.
25/115	Approval of Minutes from previous meetings To approve minutes of the following meetings: Full Council Monday 28th April 2025 Planning Committee meeting held 28th April 2025 It was resolved to approve the minutes as listed above as true record of the meetings held Proposed GS, seconded AJ, all in favour.
25/116	Dispensations

	None received
25/117	Declaration of interest relating to any item on the agenda. None received
25/118	Chairman's announcements Cllr Saunders put on record his thanks to all involved in the community event at the weekend. He also thanked Cllr Whibley for ensuring action was taken by Hampshire Highways following the road accidents on Aldershot Road. Road sweepers had attended at least on four occasions to clear the road of gravel following works carried out on the highway.
25/119	Public Session Cllr Parker was thanked for his May report. In addition he has escalated the need for a solution to the Tweseldown / Beacon Hill / Bourley Rd junction following a disappointing meeting with Hampshire officers. Cllr Whibley had attended a meeting at Crookham Juniors and the police agree that the suggestion to close of Tweseldown would not be at all suitable solution. Cllrs asked how long before the No right turns would be implemented and whether they would be carried out by the same contractor? How long does it normally take to appoint a contractor. Cllr Parker was unsure whether it would be the same contractor but parcels of work are usually bundled up for a tender process. He would try to find out how long before the work is likely to take place. Cllr Saunders asked why when a scheme had been signed in 2023 for road crossings on Reading Road South why it will take three years to implement them. In addition the need to expedite a crossing on Sandy Lane why the question of extending the raised tables. Cllr Parker responded that for any scheme a detailed policy review has to be explored by officers with some schemes needing special permissions. There is a lot of bureaucracy to wade through
25/120	Grant Applications To receive and consider approval of grant applications £1,150 awarded to date to Fleet Spurs and VE80 Celebrations from £20k revised budget. i) Life Education Wessex Retrospective grant received in February, therefore they will not be prevented from applying in current year. It was resolved to approve a grant for £1,015 to Life Education Wessex Proposed GS, seconded DM, all in favour ii) Challengers Summer Camp It was resolved to approve a grant for £1,500 to Challengers Proposed GS, seconded MB, all in favour.
25/121	Committee Structures, External Bodies & Meeting Dates To agree and approve committee structure, members and meeting dates for 2025/26 It was resolved to approve committee structures and members as follows: Planning Committee: Chair Cllr Bulgin, Vice Chair Cllr Ford, members Cllrs

	Saunders, Burford and Whibley Finance & Policy Committee: Chair Cllr Saunders; Vice Chair Cllr Bulgin, members Cllrs Baskett, Thomas, Whibley, Moss. Staff Committee: Chair Cllr Moss, Vice Chair Cllr Saunders, members Cllrs Thomas, Ford & Burford. External bodies remain the same as prior year. Meeting dates to follow with: Planning 2nd & 4th Mondays Finance Quarterly following Planning on 2nd Monday in April, July, October and January. Full Council 4th Mondays following Planning except August & December. Next Staff Committee 23rd June then before September Full Council. Proposed GS, seconded GT, all in favour.
25/122	Terms of Reference and delegations arrangements To review and agree terms of reference and delegation arrangements for all committees Terms of references were reviewed and no changes required.
25/123	Local Authority arrangements To adopt arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by local authorities As in prior years the following local authority arrangements have been adopted as per budget for 2025/26: • Fleet Connect £4,590 exclusive of bus replacement fund agreed to CCPC EMR rather than pay over to HCC and contribute to replacement vehicle when needed. [Prior year £4,384, fin year 23/24 £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 £4,00 It was resolved to approve the above arrangements Proposed GS, seconded MB, all in favour.
25/124	Standing Orders To review and adopt Standing Orders NALC Standing Orders 2025 updated Orders 14 and 18. Other minor changes to format were made. It was resolved to adopt updated Standing Orders Proposed GS, seconded NB, all in favour.
25/125	Financial Regulations To review and adopt Financial Regulations Clerk and RFO confirmed that the Financial Regulations agreed to the latest NALC version. It was resolved to adopt Financial Regulations with no amendments Proposed GS, seconded NB, all in favour.
25/126	Risk Register To confirm review of the risk register and approve any updates

	New format Risk register was reviewed and approved. Clerk to review and include additional information to confirm residual risk after mitigation of risk. Proposed GS, seconded NB, all in favour.
25/127	External Audit - Conflict of Interest To review and confirm no conflict of interest with external audit appointment All Councillors confirmed they do not have a Conflict of Interest in relation to BDO LLP who will be the external auditors of CCPC RFO and Chair signed form provided at meeting Proposed GS, seconded BB, all in favour.
25/128	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations Meeting held Friday 16th May between Cllrs Saunders, Moss and Clerk and Taylor Wimpey representative CCPC reiterated their significant disappointment and frustration at the continued lack of progress. Land Transfer TW admitted their legal department are overwhelmed. TW agreed to seek external legal support through panel solicitors to get the land transfer completed. If not external will provide a KEY DELIVERY DATE by email on 23rd May. Streetlighting TW have received and approved quote from GTC to connect electricity to lighting columns since end of 2024. Now require a quote from civils company to dig trenches to enable GTC to carry out work. Commercial department not moving on this. CCPC asked for another team member to be allocated to seek quote. Approval process requires Director sign off for works over £25k but this is not perceived to be a delaying issue. TW to confirm by close 23rd whether additional staff to be allocated to tasks. CCPC continue to voice safety concerns over the dark zones within the development due to the these matters not being resolved quickly enough. Leipzig Road TW report that Enervo have been paid to carry out the works but have still not completed this. CCPC complained that this is unacceptable and that TW should consider legal notice to Enervo and try to contact someone higher up in the organisation to get this works completed. TW committed to copy CCPC in emails chasing on this issue. Drainage TW confirmed that Thames Water have confirmed that there is an adopted sewer for the development to outfall too. TW was to outsource the drainage adoption but this did not happen. TW agreed to confirm when they on site with Thames Water so that CCPC have evidence of activity working towards adoption. Ditch work still remains subject to TPO permissions and Hart DC have been slow on this and have only recently asked for additional information. RFO has chased Tree department by email to chase. Still awaiting design for ditch work to rear of development from WSP. Footway/Carriageway Works Bancumms still to carry out kerb works and remove sleeping policemen. TW to confirm timeline on this by copying in CCPC on emails. Trim trail/Gym equipment

	Clerk asked for confirmation that the Trim trail work has also been completed following the gym equipment work which has been confirmed as complete. SANG This is due for retender this year. TW have agreed a one year extension to contract for SANG. TW need to establish if there is a need for a revisit of the Ecology plan for the SANG. Road Safety CCPC raised concerns over pace of road adoption seen as a hindrance to requesting a 20MPH limit through development. TW confirmed as land owner that they would provide land owner consent to facilitate investigating a reduced speed limit with Hampshire Highways.
25/129	Event Review To provide a review of the community event Many positive emails and messages of feedback. Social media, in person, from public and those running the sporting facilities Stall holders all happy with their day. Food vendors happy to work with us again. Fairground rides suggested charging but important to reiterate the community aspect of the event and keep elements free for the community to enjoy. Councillors pleased to see their work in action i.e. discussion at meeting to see the event realised so successfully. Event ran smoothly and safely. One incident with gazebo on athletics track with first aiders in attendance. No serious injuries reported. Weather perfect. Car park signage to be improved for next year. Pay for use of Quetta Park car park next year. More face painters next year. Look into hiring DJ/ MC the day. Cllr Ford did an amazing job but need equipment to be heard across the site. Look at potential events budget increase next year. Cllrs Whibley and Stewart to have a follow up meeting with Events Officer to carry out lessons learned review for next years event.
25/130	Social Media To provide a summary of statistics from social media platforms. Reports provided showed the increase in social media engagement with the parish council across the Facebook and Instagram platforms compared with the same period in the prior year. Cllr Stewart reported on how organic the growth has been and how the Communications Officer is delivering content that the community want to engage with. All agreed that this was the right direction to continue the drive for more engagement.
25/131	Policy Review To receive a follow up on HR and other policy reviews and approve any amendments Following March Staff Committee there remained three HR policies outstanding for adoption due to queries. Pension Discretion Policy Sickness & Absence Policy Shared Parental Leave Policy

	Responses have now been received and reviewed by the Staff Committee. It was resolved to adopt the HR policies with the proposed amendments Proposed DM, seconded GT, all in favour.
25/132	Legal Advice on Land Ownership To consider legal advice received and agree next steps Clerk has sought detailed Land Registry information on Award Road to definitively establish ownership. Legal advice has also been sought on adoption of land subject to ownership being confirmed. This can be a lengthy process and requires certain steps. All agreed that in the short term public safety is considered highest priority. It was resolved to implement inspection of trees along Award Road and make safe and then subject to land ownership consult residents on adopting Award Road footway via the newsletter and confirm intention to seek adverse possession if no opposition from resident engagement. Proposed GS, seconded AW, all in favour.
25/133	Payment of accounts To approve current month payment of accounts Full report will be presented at June meeting. Cllrs Baskett and Thomas have been approving payments during month. Council noted that an internal bank transfer of £90k was made in error against the Financial Regulations transaction limit of £30k daily. Proposed GT, seconded NB, all in favour.
25/134	Quotes To receive and approve quotes for works required It was resolved to approve the following quotes: £975 new laptop for CC Officer £170 replacement sign for skate park £502 per month IT support contract renewal with enhanced security £2999 3 replacement/ repaired park gates £219 allotment troughs replacement valves Proposed GS, seconded BB, all in favour.
25/135	Clerks Report To receive Clerks report and approve any actions arising Allotment request Letter received from allotment tenant seeking permission to retain plot having moved out of area. Facilities Officer happy to recommend approval as plot well maintained and tenant only moved just over border to Fleet. Staff availability Clerk shared leave dates of staff over next couple weeks. Chair also confirmed his unavailability during holiday Other ongoing work Chair asked Clerk to share ongoing Facilities Officer work on various projects

	including investigating a mini scooter track adjacent to skate park laid to tarmac is the initial plan. Assessing the budget requirement and what we can achieve for a reasonable budget. Small play parks revamp project was also shared. Firmer proposals will be brought to future meetings. Cllr Baskett asked about review of benches as some may require maintenance / replacement. Cllr Bulgin commented on how the woodland work at Chesilton has been very beneficial and the woodland continues to look nice. Feedback will be sought from the tree consultant in the next round of surveys
25/136	Safety reports To receive monthly reports May reports will be reviewed at the June meeting unless any emergency issues arise before then.
25/137	External Bodies Committees Report To report on external bodies committee meetings attended and recommend any action required by the parish council No meetings held in month. Cllr Whibley reported that following recent engagement with local police it is important to ensure ongoing discussions to ensure action is taken against alleged abusive behaviour relating to parking outside local schools and more visits by highways to ticket illegal parking.
25/138	Next Full Council Meeting Monday 9th June from 7.30pm Planning Committee Monday 23rd June from 7pm Staff Committee followed by Planning Committee and Full Council Monday 14th July from 7.30pm Planning Committee followed by Finance & Policy Committee Monday 28th July from 7.30pm Planning Committee followed by Full Council Meeting closed at 9.02pm Signed _____ Dated _____