



CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting Minutes

Date: 23/06/2025
Place: Acorn Hall
In attendance: Cllr John Ford, Cllr Alan Jones, Cllr Debbie Moss, Cllr Gareth Saunders, Cllr Gill Thomas, Cllr Annette Whibley
Also: Clerk Claire Inglis, Deputy Clerk Sam Rowe, HDC Cllr Axam, HCC Cllr Parker, 3 members of the public

Meeting commenced at 19:45

	Apologies for absence Apologies were received from Cllrs Bulgin, Stewart & Burford.
	Approval of Minutes from previous meetings To approve minutes of the following meetings: Annual Meeting of the Full Council Monday 19th May 2025 Planning Committee meeting held 19th May and 9th June 2025 Minutes as listed above were approved as a true record of the meetings Proposed GS, seconded and all in favour.
	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. None received
	Declaration of interest relating to any item on the agenda. To receive any declarations of interest from members. None received
	Chairman's announcements Following the Annual Meeting Cllr Nick Baskett resigned from the council, Chair wanted to thank Nick personally and on behalf of the parish council for all his efforts whilst a member over the past 2 years. Along with the Clerk and Finance Officer we met with Grove-Oxon Parish Council Clerk on 6th June. Our internal auditor had advised they speak to us as they are due significant sums of S106 monies due to the development growth due there. It was very interesting and reflects positively on CCPC that we were given as a contact for them to speak to.

	Public Session This is an opportunity for members of the public to bring matters to the attention of the meeting. Cllr Parker report was circulated. He further reported that Local Government review meetings continue to be held and progress is being made. Concerns were raised about consultation fatigue and that these consultations be accessible as possible. A meeting is due to be held with Southern Gas Networks to discuss the upcoming gas replacement works on Gally Hill Road aiming to ensure that all potential impacts are raised and to ensure that there is an effective communication channel to keep residents updated as this will be very disruptive.
	Grant Applications To receive and consider approval of grant applications Approved to date £3,692.50 Seek retrospective confirmation as approved by email consensus that VE Day contribution of £150 (not spent) be allocated to Annual Poppy Appeal donation. N.B. Paid £200 prior year. Proposed JF, seconded and all in favour. 1) Abercorn Trust seek £4,688 in relation to completed tree works. Cllr Saunders raised concerns that the focus of need for funds was not directed to income protection and therefore hall refurbishment. All agreed that the grant request be deferred and ask Trustees to attend the July meeting. 2) Citizens Advice Bureau £2,000 in support of their free advice service and staff training to deliver this. It was resolved to approve a £2,000 grant to Citizens Advice Bureau to further training for the Energy advisers and financial capability in support of Church Crookham residents. Proposed GS, seconded DM, all in favour.
	Cash Deposits To consider and approve Flagstone deposit placement Precept cash deposit which was rolled on 20th March until 20th June was rolled over with Standard Chartered for a further 3 months 4.02% as approved minutes reference 25/101. Interest was withdrawn total £1,644.44. S106 cash deposit Aldermore maturing on 30th June to be rolled over for 5 years (avoiding Cambridge & Counties due to spread of risk with financial institutions) and interest will be drawn down as approved at April Full Council 25/101. Interest totals £11,398. During the month Finance Officer was alerted that a 3 year Sainsburys £100,000 cash deposit will be returned due to Sainsburys closing their banking arm. This deposit was due to mature in June 2026 but will now mature on 8th July 2025. It was resolved to placement for 18 months to mature in January 2027 when it will be required to cover S106 expenditure in year 26/27. Due to cashflow requirements it was further resolved to withdraw the interest on this deposit approximately £10k. Proposed GS, seconded DM, all in favour.
	GDPR AGAR Assertion 2025/2026 To receive a report on changes to current year Annual Governance and Accountability Return and consider actions to prepare.

	Assertion 10 GDPR Compliance: Is Your Council Ready for AGAR 2025/26 Starting from the 2025/26 financial year, Assertion 10 will be a formal part of every local council's AGAR (Annual Governance and Accountability Return). Changes were announced in the 2025 Practitioners' Guide which includes a crucial new requirement that councils must be able to demonstrate compliance with data protection laws as part of their annual return. Assertion 10 is not something that will be covered by a single policy document or a vague intention to improve. It will demand evidence of actual compliance in practice, not just theory. This means demonstrating adherence to UK GDPR, the Data Protection Act, and the Freedom of Information Act; if relevant, carrying out regular data protection audits; having up-to-date data protection and information compliance policies that reflect the specific ways your council operates and evidencing that council staff and councillors have received regular, relevant training. On Friday 13th Clerk and Deputy joined free webinar provided by Breakthrough Communications on this topic. Clerk signed up to 12 months access to Local Council Data Protection Compliance Toolkit (seek approval for £495 expenditure) at a discounted price (discounted by £200). Expenditure approved under delegated authority. In addition CCPC will receive 2 hours support time bonus to review our current GDPR health and a compliance report. CCPC will then know what is required to ensure its confidence in responding to Assertion 10 on next years annual return. This will also indicate what further external support may need to be sought at cost TBC. The one hour webinar will be shared with councillors as training on this topic as part of the requirement of being compliant on this issue. The Clerk will request confirmation of attendance as collection of evidence that councillors have received the relevant training.
	Insurance To receive Insurance quotes and approve insurance cover. The annual insurance cover for CCPC is due for renewal: All Risks Insurance Received 2 quotes following now coming out of 3 year Long terms agreement 1) Zurich current had 3 year term - Premium last year £6,371 Quote this year including IPT £8,259 (3 year term £7,495) 2) Hiscox through the broker Gallagher Quote locking into 3 year term or single term £9,433 Both are based on our current asset register valuation. Property revaluation advised by both insurers for a mid-term alignment. Recommendation to commit to long term agreement with Zurich based on sums insured comparable to Hiscox. Standard of service from Zurich has been good to resolution of recent claim and responsiveness to quote discussion. It was resolved to approve quote from Zurich to renew for Long term agreement at premium £7,495 and to seek property revaluations for Comm centre, sports pavilion and allotment shed. Proposed GS, seconded GT, all in favour. Cyber Security Cyber security was renewed separately as the policy renewal date was 17th June. Two quotes were obtained from existing insurer £410 and Gallagher.

	Gallagher comes with an Active scanning and CCPC specific risk assessment throughout the policy term. Please note that following the scan CCPC Risk Assessment does show that our "Cyber Health Rating " is shown as "Great". This will bring comfort that active scanning will promptly alert IT support company of any new risks or reduction in protection during the policy term. This also meant the price renewal came in under the previous insurer but with the added benefit of scanning. Seek retrospective approval of policy £366.96. Approved Proposed GS, seconded DM, all in favour.
	Cleaning Contract To receive a recommendation from the working party to appoint a new cleaning contract. As per the contract opportunity document and as required by Financial regulations the cleaning contract was advertised via social media and website and through direct local contacts. The current provider decided not to compete for renewal of the contract. Two quotations were received following escorted site visits where requirements were discussed. Both companies submitted quotes that made them acceptable to invite for interview. Company 1 - attended interview and answered questions well and will easily be able to fulfil the contract. A reference from a current customer gave very positive feedback. Company 2 - cancelled interview shortly before attending as they felt they could not provide an initial consistent service due to unforeseen circumstances. The working party consisted of Cllrs Saunders, Moss and Thomas with the Clerk and Community Centre, Events and Communications Officer also. Interview panel of 2 Councillors from the working party and Community Centre Officer carried out interview. Cllr Moss proposed an initial one year contract to be given to Apple Clean Solutions as per their contract price £17,899 ex VAT including consumables but excluding potential one-off cost for floor cleaning machinery. Subject to initial commencement of contract from 1st July to discuss additional cleaning e.g. at allotment toilet. To also request a deep clean to commence the contract so approval for a one off cost will be circulated. Proposed DM, seconded GS, all in favour.
	Forest School & Archery To receive a request from the scouts to develop a Forest School and seek a location for archery activities Scout representatives explained that their facility on Quetta Park is great for serving a significant of local children ageing from 4 to 18 in various scout groups and their activities. What they lack however is outside space and request use of some parish council owned land to develop a Forest school and potential location for archery activities. Scouts confirmed that they would follow strict guidelines on safety. It was agreed to explore use of woodland near Channer Copse and the army shooting wall to the rear of the allotment site for suitability and initial approval was given to continue discussions with the office team and to ensure a safe location can be agreed to proceed into an agreement with the scout group.
	Events

	To consider and approve a proposal to host a community centre 10 year anniversary event. Propose to host a Showcase Event on Friday August 29th which will coincide with the last Friday of the Fleet Phoenix Summer event. We propose to host a 2 hour event from 4pm until 6pm which would allow for a transition into the final Phoenix Friday. Invite all regular hirers across the board of providers from footy, dance, yoga, pilates, physio, RHL rehab, baby classes etc. some to showcase if they wish, some to have stalls so they can chat to those interested in knowing whats on. Videos running of photos of building and opening event. Facepainter, food platters from eg Costco, Cake with 10 year logo on it Suggest a budget of £500 approx to cover costs and banners to advertise. Welcome Councillors to help organise and assist on the day. It was resolved to approve a £500 budget for this event. Proposed GS, seconded AW, all in favour.
	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations Following the May meeting Taylor Wimpey there were a number of emails with brief updates on progress Land Transfer No further progress Streetlighting TW have met on site with contractors to discuss required quotes for the civils works:- • Ducting installed for 4 street lights • Cost for South Thames to remove traffic calming and raise kerbs • Quotes received and South Thames have approved their part, West London still requires review and sign off. Leipzig Road Enerveo completed repair of buildouts. Mobilisation for works for Leipzig and Naishes Lane - once council officer returns from leave and confirm lighting all good now Works at the top end will all need sign off from ESSO as we are very close to their pipeline Proposed start date 21 July 2025 for civils, HCC have been advised Drainage TPO has been approved and ditch work to begin w/c 28th July TW have put proposal to Thames Water on the first two sections for them to work on, from Sandy Lane including phase 1B and from the corner at the bottom of Grant Drive where there is an agreed outfall Additional ditch work now fully designed and information now issued to HCC for their approval. Footway/Carriageway Works TW have met the contractor on site to get quotes for the civils works:- • Kerbs to be raised by the old West London compound • Tactiles add on opposite side as raised by Gareth

	Trim trail/Gym equipment This work is currently underway and due to be completed this week Road Safety CCPC to ask TW to pursue a 20mph limit Trees Clerk to request tree contractor for quote to install trees as per condition of TPO works to seek trees for school forest school which is close to location of removals To request white lines reinstated on bend near primary school.
	Staff Committee Matters To receive recommendations of the Staff Committee meeting held Monday 23rd June The recommendations were summarised - Approval of successful completion of probationary period of Community Centre, Events & Communications Officer and to increase her contract from 25 hours per week to 28 hours from 1st July. - Office cover For Clerk and Deputy Clerk to avoid booking concurrent holiday For Facilities Officer and Community Centre Officer to avoid booking concurrent holiday - Staff training - staff too continue to be encouraged to seek out training for self development purposes including essential training such as First aid - Office Security - staff to ensure their office doors secured especially when staff absent and lone working. - Christmas period - the Community centre and office to be closed between Christmas and New Year with staff working from home unless they wish to take this as holiday. It was resolved to accept the recommendations of the Staff Committee meeting Proposed DM, seconded GT, all in favour.
	Payment of accounts To approve current month payment of accounts report May payments were authorised by Cllrs Thomas and Baskett June payments were authorised by Cllrs Saunders and Bulgin It was resolved to approve the payments of accounts Proposed GS, seconded GT, all in favour.
	Quotes To receive and approve quotes for works required Map revision for allotment site - £400 + print cost of one large one for allotment site noticeboard High trees spinner- like for like replacement due to bearings gone £4.7k approved for play park repairs only spent £2.9k. Two quotes received £3.2k and £3.9k. Requires additional £1.4k approval for Play Scene (we were quoted £2.4k for repair of this item) Marble run -Price awaited from Mens Shed on basis of 4 x scaffold board length for 1 marble run. Looking for 4 marble runs. Bins and benches- Proposal: Keep memorial bench site next to memorial tree behind comm centre. Budget £3k to install Anti vandal bench (green) by Ewshot pond Anti vandal bench and a bin (green) by trim trail

	Next steps for scooter track Scooter track x 2 companies - Agreed to confirm budget and financial regs on how project is appointed. To investigate need for planning permission and to ensure consultation. Next Steps for Play parks To consult, confirm budget and financial regs on how project is appointed. The above quotes were approved subject to Mens Shed price per marble run and ROSPA advice, and next steps agreed for other projects. Proposed GS, seconded GT, all in favour.
	Clerks Report To receive Clerks report and approve any actions arising Councillor Vacancy An advert is now in circulation for the councillor vacancy advertised for a closing date of 18th July for consideration at 28th July. Will promote this via social media too. Legal Advice Clerk is seeking legal advice as to how to respond to concern that Church hiring the community centre. Notice of Public Rights Have been published in accordance with regulations. Peter Driver Height Barrier Zurich will be processing claim to repay damaged height barrier destroyed and replaced. Storage cupboard Acorn Hall A discussion with preschool trustees and manager is being organised in light of new clean contract and potential hiring space in Acorn Holiday Staff holiday dates will be circulated.
	Safety reports To receive monthly reports May and June safety reports were reviewed with no concerns raised.
	External Bodies Committees Report To report on external bodies committee meetings attended and recommend any action required by the Parish Council Cllr Moss reports Welfare Trust....no formal meeting recently but work continuing on brightening the outdoor space with new plants. Annual trustee/resident tea will happen in August which is always great fun. There are no vacancies. Tweseldown Infants...Visited the school eco committee. This came about because of their litter picking at Sainsburys car park and raising the issue with me. I contacted Its your Place and asked for help. Litter picking has been increased by their contractor and they will donate £500 to the school for their efforts and raising the issue. I will be working with the eco cttee moving forward. Cllr Whibley reports Key points from the community governance review meeting on 4 June Not very well attended. Daryl said that it is good practice to review these every 10 to 15 years and that this process was not driven by LGR, but that did offer an

	opportunity. He said that parish councils are the glue that hold whole communities together and the actual size of the parish councils was less important than the feedback from local people. The questions that need to be filled in by Hart on this are: · Should organisations have more councillors? There was a feeling that actually recruiting the current numbers is challenging enough. · Options are to keep, alter or abolish · There is an option to change parish names · No abolition is likely, as this can only happen if a lack of local support is demonstrated over an eight year period. · Grouping, de grouping or staying separate are the three options for continuing Consultation received 70 responses. A couple of people suggested abolishing certain parish councils but as they didn't even live in those areas those responses are not being taken very seriously. The responses and further consultation will take place from 16th of June. It was pointed out the residents seem very confused about all the changes that are being suggested at the moment and this was reflected in the responses to the consultation. Daryl said he would try to produce some sort of communication that explains how this fitted into everything else. The next meeting is going to be on 9 or 10 July. Whilst not well attended it is helpful to attend these meetings because it does give us a chance to find out other information and provide feedback.
	Next Full Council Meeting To confirm dates for upcoming meetings 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 Monday 11th August (if required or 18th August) from 7.30pm Planning Committee Monday 15th September from 7.30pm Planning Committee Date TBC Staff Committee Monday 29th September from 7.30pm Planning Committee followed by Full Council