



CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting Minutes

Date: 23/02/2026
Place: Acorn Hall
In attendance: Cllr Bruce Bulgin, Cllr Michael Burford, Cllr Dan Hill, Cllr Debbie Moss, Cllr Gareth Saunders, Cllr Kate Stewart, Cllr Annette Whibley
Also: Clerk & Deputy Clerk

Meeting commenced at 19:45

26/034	Apologies for absence Apologies were received from Cllrs Ford & Thomas
26/035	Approval of Minutes from previous meetings To approve minutes of the following meetings: Full Council Monday 26th January Planning Committee meeting held 26th January and 9th February Minutes were approved as a true record of the meeting Proposed GS, seconded and all in favour.
26/036	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. None received
26/037	Declaration of interest relating to any item on the agenda. To receive any declarations of interest from members. None received
26/038	Chair's announcements Chair extended his thanks to all County, District Councillors and MP Alex Brewer for their intervention with the Grange Estate clubhouse to ensure a bat survey is carried out and the management company have provided reassurance that a replacement clubhouse will be provided.
26/039	Public Session Cllr Parker arrived at the close of the meeting and reported that the meeting to

	approve the Hampshire County Council budget for 2026/27 and a 4.99% increase to the Council Tax bill. He will issue his monthly report after this meeting.
26/040	Grant applications To receive and consider approval of grant applications Following receipt of a grant application from Life Education Wessex Clerk sought clarification within grant application policy reference "more than one application from an organisation in one financial year". This was stated on the application form but was not included as part of the policy wording. It was resolved to approve the update to the Grants and Donations Policy Proposed GS, seconded and all in favour. Grants paid to date £13k Chair reported that a grant request has been received from Life Education Wessex to provide health & wellbeing workshops in Church Crookham schools. Whilst they were granted a request in May 25 this had been overlooked in the prior financial year so should not be excluded from claiming on this occasion. It was resolved to approve a £1,015 grant to Life Education Wessex to deliver Health & Wellbeing workshop Proposed GS, seconded BB, all in favour.
26/041	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations A request for an update on issues was requested but not received in time for the meeting apart from: Sang management - Updated SANG Management plan is due back from the TW consultant this week Clerk has asked - what next after receipt of the plan? In terms of the flooding across the paths in the SANG where the works were carried out will there be some adjustments carried out there? And is the outfall from the balancing pond below the athletics track through the bridge to be reconfigured? Naishes Lane flooding has now been reported on Hampshire Highways with a short term fix to remove excess water. This has revealed drains which will therefore need investigation to clear. The failed lights and electric supply to lights has been chased and reassurance given that this will not be delayed to next Autumn. Face to face meeting to be arranged.
26/042	Southern Gas Replacement Works To receive an update on discussions with SGN on upcoming works within Church Crookham Cllr Whibley provided an update: Progress along Aldershot Road has been slower due to the discovery of many unmapped cables. Weather has also had an impact with the trenches needing to be drained due to significant rainfall.

	Sandy Lane partial closure is currently likely to take place at the end of March falling in the Easter holidays which may result in a positive impact on the school run. Access to properties including the War Memorial hall will be maintained.
26/043	Projects Update To receive an update on current and proposed projects Play Parks - the play park project is well underway with the smaller parks play content being upgraded. Facilities Officer has been closely liaising with the contractors working on site to ensure that the scope of works is correctly carried out. There has been very useful communication to ensure the project stays on track. Councillors expressed their thanks to the Facilities Officer especially as she was checking in on her days off. Resident has raised concern over move of bench from within Snail park to sitting outside. It was confirmed that the images consulted on were part of the consultation widely advertised. In light of no current concerns over noise and disturbance it was agreed to leave the bench in place. However this will be reviewed subject to evidence. Scooter track - work is to commence on 13th April and will take approx. 2 weeks. Peter Driver Sports Pavilion - Clerk and Facilities Officer met with Churchill Design - Architectural Services at Peter Driver to look at the pavilion building and discuss the wish list and bounce initial early ideas around. Churchill Design assisted CCPC with the planning issues around the scooter track so CCPC believe they are a good fit for providing Architectural services for this project. Next steps will be that Churchill Design will provide a Project timeline/ steps and fees involved for approval. This is likely to involve a Pre-Application advice from Hart DC if the plan is to include a potential Change of Use to include a cafe/kitchen. Clerk to seek updated VAT advice in terms of exempt supplies at the site to ensure VAT on project can be recoverable via an Option to Tax if appropriate and required.
26/044	Spring Festival To approve costs for Spring Festival 2026 Budget 25/26 Events £6k Spent £8k (£2k Summer; Spring £3.8k; Xmas £2k) sBudget 26/27 Budget £9k [Committed £3,224 Fleet Phoenix for Summer Project] Breakdown of proposed costs for May 9th Spring Event were presented and plans are well underway. Additional suggestions put forward by Councillors included bike marking for security and a bike safety themed item at scooter track. The budget includes: Face painters, First aid provision, Fairground rides, Bouncy castle Budget £3.2k currently with allowance for additional sundry items up to prior year spend of £3.8k Proposed GS, seconded and all in favour.
26/045	Fleet Phoenix To seek approval of 26/27 Phoenix Youth Grant GS attended a meeting of the Trustees on 19 Feb 4 Trustees present, incl 2 new to Fleet Phoenix, plus Charlotte Tickner (CT) and Lucy Page. Brian Coney as Chair CT stated she had taken our "concerns" raised in November to heart, and after a

	period of reflection had agreed that a number of their policies around governance, compliance, and financial regulations needed updating. CT completed a self-compliance checklist through the Charity Commission(CC) and NCVO, and confirmed FP is now more compliant with CC rules. CC suggested having separate policies. Cllr Saunders raised the issue of their quorum rules, particularly with regard to a "reconvened" meeting where "all those present will constitute a quorum" - the Trustees agreed that needs tightening up, and this will be done asap. Trustees, new and old, to receive training to understand legal responsibilities. With those changes made, it is proposed the Youth Grant is approved and to pay the invoice under the Service Level Agreement that was received in November. Approved Proposed GS, seconded and all in favour.
26/046	Internal Audit To review and approve response to final internal audit report The interim report from the Internal Auditor has been received and the outcomes are summarised below with proposed responses: 1) It was noted that the version of Standing Orders on the Councils website was as old version. Response: Standing Orders were reviewed and updated in May 25 but the updated version did not find its way to the website. This has now been rectified and the Policy Review schedule ensures that the latest version and website version are cross referenced. 2) Tender level is £30,000 in Standing Orders, £60,000 in Financial Regulations. Response: This difference is acknowledged and will be rectified immediately. 3) It was noted that the Council sought to obtain cleaning services in the year through a tender process which did not comply with the requirements of the Procurement Act. The contract value exceeds the £30,000 limit and the contract was publicly advertised through social media. Response: As discussed with the Internal Auditor whilst the contract was initially for 1 year at the tender stage, because there was the opportunity to extend the contract based on performance advertised this would exceed the requirement for larger contracts. 4) The AGAR was approved on 28th April 2025 and the Notice was published on 18th June. The earliest date for the exercise of public rights to start was 3rd June so there was a delay of approximately two weeks. Regulation 12.3 requires that the Notice is published "as soon as reasonably practicable". Response: It is noted that the accuracy of the dates for the Exercise of Public Rights was not as per the "As soon as reasonably practicable" and this will be rectified in future years, subject to date AGAR approval. 5) The period of the Exercise of Public Rights did not last exactly 30 working days as required by Regulation 14.1 of the Accounts and Audit Regulations 2015. This is a technical non-compliance with Regulations however it was noted that the External Auditor, although referring to it in their cover email, has not included it within their formal report. Response: It is acknowledged that 1 extra day was provided for the Exercise of Public Rights and the dates will ensure the exactly 30 working days in future years. Responses were approved Proposed GS, seconded and all in favour.
26/047	Fidelity Guarantee

To review the level of fidelity guarantee covered by the Parish Council insurance policy and recommend any amendments

Expected money to be managed in 2026 2027:

Funds held in PC bank accounts <u>at</u> 31 st January 2026 (HSBC/Unity) <u>Current</u> a/cs including payroll (£3k) £89,430 Deposit £54,930 Instant Access Flagstone £170,000 (Can be withdrawn at very short notice)	£314,360
Funds held in CCLA LAPF Amount at time of Investment <i>Valuation shows loss but N.B. £84.5k held in mitigation EMR</i>	£900,000 <i>[£781,745 valuation as at 31.01.26]</i>
Funds held in investments/deposits on Flagstone platform. Ranging 3 months to a <u>5 year</u> term ending July 2030	£1,311,443
Budgeted revenue & S106 income 2026 2027 (of which the precept £277,006 is received in 2 instalments in April & October)	£574,331
Budgeted revenue & S106 expenditure 2026 2027	(£730,271)
Total expected to be managed in 2026 2027	£2.37 million

Of the £2.37 million, low risk inaccessible funds total £ 1.45 million.

Current insurance policy provides a Fidelity Guarantee of £2m.

Recommendation approved:

As £1.45 million is held in long-term investments and is inaccessible and low risk, it is recommended that no change is required to the current level of fidelity guarantee. Church Crookham Parish Council have carefully considered the risk in relation to the level of Fidelity Guarantee and based on the amount that remains lower risk due to its inaccessibility is comfortable with the level of cover at £2M.

Proposed GS, seconded and all in favour.

26/049

Payment of accounts

To approve current month payment of accounts report

Signatories this month Cllrs Whibley and Bulgin

The finance report for February was approved

Proposed BB, seconded and all in favour.

26/050

Quotes

To receive and approve quotes for works required

The quotes below were approved:

	1) TDSi - ratify software migration as per FORM £1,712 + £850 Annual software support And a) Height barrier - allotment damaged and in need of replacement - 4 quotes provided Agreed Stopem supply £1,838 and Treasure Fence install £450 b) Woodchip bay - allotment to ensure that the regular drop is contained within a specific area not creating a mess over the car park Agreed Treasure Fence £1,100 c) TPO on Crookham Park - young trees to be marked up on mapping and a blanket TPO to be created Agreed Sapling Arboriculture £2,350 d) Azalea wet pour repairs - roundabout, scooter track, erosion near climb frame Agreed Playscene £2,631 e) Comm Centre wet pour repairs - preschool play area Agreed Playscene £630 e) New Office router - End of life on current router is in next few months and require reliance on internet provision Agreed Disconsulting £382 f) New Office blinds - vertical so that sunlight glare not an issue and old ones beginning to fall apart (operational parts such as closing functionality). 3 Companies with 2 options per company quoted Agreed Blinds and Shutters - remote option £1,340 Approved as above Proposed GS, seconded and all in favour.
26/051	Safety reports To review the monthly safety reports Reports were reviewed with no safety concerns raised.
26/052	Clerks Report To receive an update form the Clerk and approve any actions arising Tweseldown Infants - Request for assistance to water trees in summer holidays if they plant orchard trees. Councillors agreed to Clerk discussing the potential requirements of the school and seeking a way forward. Athletics Club - following a meeting to discuss the clubs ongoing storage requirements currently held within the portakabins on site at Peter Driver it is deemed necessary to set out ongoing terms of the relationship. Clerk has drafted a letter to set out the changes to be implemented whilst open to further discussing the needs of the club in alignment with the Parish Council project work at Peter Driver sports ground. Memorial Bench - The contractor has now been appointed and works can commence subject to a final requirement of HCC to provide a drawing of the proposed Chapter 8 signage at the location to protect the works and the public during install. This had the potential to create additional cost. The Clerk has managed to agree that a hand drawn schematic is acceptable to avoid this cost. The Lions Club voiced their dismay at the level of costs c£2k incurred to install the bench kindly donated by them as a goodwill gesture. Further the Lions are proposing Kindness signs at the entrance to the local village such as "Church Crookham welcomes Careful and Considerate Drivers". I cautioned against the potential pitfalls of costs from HCC to implement this so that a similar issue is not incurred as per the bench.

26/053	External Bodies Committee Reports Alms Houses update from Cllr Moss The Annual inspection of accommodation and updating of resident contact information and welfare checks have now all been completed by 2 trustees and the clerk. As safeguarding trustee we have no issues with any resident at this time. The next meeting of trustees is 31st March.
26/054	Next Full Council Meeting Meetings agreed as below: Also to note for Councillors wishing to submit application to stand for next term is April 9th with the election date 7th May. 9th March Planning 23rd March Planning & Full Council 13th April Planning & Finance & Policy 27th April Planning & Full Council 11th May Planning Plus Annual Meeting Preparation 18th May Planning & Annual Meeting 1st June Annual Residents Meeting
26/048	Staff Committee Matters To receive a recommendation to appoint Maternity Cover Community Centre, Events and Communications Officer from Staff Committee recruitment panel Agenda item 26/048 was moved to the end of the meeting and was subject to a closed session 7 applications received, 3 applicants were invited for interview which were held on 18th and 19th Feb. Panel comprised Deputy Clerk, CCO Officer, Chair of Staff, Chair of Council (Clerk excused herself from the process due to a conflict of interest). Applicants invited for interview were set two tasks to submit in advance. All three completed the tasks. Candidate A spoke confidently , has a good understanding of the workings of the parish council (having helped as a volunteer at a number of our events) is actively using social media for personal and professional use using the same software as CCPC, and convinced the interviewers that she would be able to fulfill all aspects of the role, and would be able to start relatively soon. Candidate B demonstrated good technical skills, but suggested she would be more comfortable with the communications side of the role than the more physical requirements related to both the day to day running of the Centre and the Events. She would be able to start relatively soon, but she gave the impression she was less flexible over hours she could attend the CC. Candidate C spoke confidently throughout, was professional, showed an eye for detail over and above the other candidates, could fulfill all aspects of the role, is actively publishing stories on social media using the same software as CCPC, and could start almost immediately. The feeling of the Officers on the Panel was that both candidates A and C would gel

well with the current staff.

It is the recommendation of the Panel to Full Council that candidate C subject to meeting between the candidate and the Clerk as her line manager, be offered the role on a fixed, one-year contract, to start as soon as possible, on a salary scale as agreed by email with the Chair and Chair of Staff. Proposed GS, seconded and all in favour.

Meeting closed at 8.38pm

Signed _____ Date _____