

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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

**Date and Time:** Monday 25<sup>th</sup> February 2019, 8.00pm

**Place:** Acorn Hall, Church Crookham Community Centre

**Present:**

Councillors: Gill Chatfield (GC) Chair; Richard Martin (RM); Cristina Harris (CH); Gill Scott (GSc); Gareth Saunders (GSa); Jenny Radley (JR); Michael Thorne (MT); Debbie Moss (DM); Helen Butler (HB).

Also: Claire Inglis (Clerk)

Cllr John Bennison

There were no other members of the public present.

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| 029/19 | <b>Apologies for absence</b><br><br>Apologies were received from Cllr Michael Burford.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 030/19 | <b>To approve minutes of previous meetings</b><br>To receive and approve as a correct record the minutes of the Full Council Meeting 28th January 2019<br><b>It was resolved to approve the minutes of the meetings held</b><br><b>Proposed RM, Seconded Mt, 2 abstained, all others in favour.</b><br><br>To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration:<br>Planning Committee Meetings - 28th January 2019 & 11th February 2019<br>Facilities Committee Meeting - 11th February 2019<br><br><b>It was resolved to approve the minutes of the meetings held</b><br><b>Proposed GC, Seconded HB, all others in favour.</b> |  |
| 031/19 | <b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members<br><br>None received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 032/19 | <b>Declaration of interest</b> - relating to any item on the agenda.<br><br>None received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 033/19 | <b>Chairman's Announcements</b><br><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

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| 034/19 | <p><b>Public session</b> – This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee.</p> <p>Cllr Bennison reported that County are advertising for a crossing patrol post on Sandy Lane but the vacancy remains open at the moment.</p> <p>Bourley Road will be subject to traffic lights for further works adjacent to the highway with the road still under Ministry of Defence ownership.</p> <p>Works to localised flooding issues on Gables Road is planned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
| 035/19 | <p><b>Risk Assessment Review</b></p> <p>To review and approve the updated Risk Assessment</p> <p>The document was reviewed and amendments provided:<br/>Adequacy of controls not included in sections 7 and 11 – amended to Y where blank<br/>Locations of Noticeboards included where appropriate.</p> <p><b>It was resolved to approve the amended Risk Assessment v7 as per the above adjustments.</b></p> <p><b>Proposed GC, Seconded JR, all others in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | All |
| 036/19 | <p><b>Internal Control</b></p> <p>To carry out a review of Internal controls</p> <p>The Parish Council has an annual requirement to ensure that adequate controls are in place carried out by Full Council.</p> <p>The Parish Council has a series of controls in place including the following:</p> <ul style="list-style-type: none"> <li>-The financial regulations and standing orders are reviewed annually and updated following advice from NALC or the internal auditor if necessary.</li> <li>-Two councillors check and authorise all expenditure</li> <li>-An annual review of the risk assessment and asset register is carried out</li> <li>-An internal auditor is employed to annually audit the council's accounts and procedures</li> <li>-Rialtas Business Solutions are employed each year to finalise the year end in Omega and prepare for completion of the Annual Return.</li> </ul> <p><b>The review of Internal controls was completed and the level of controls approved as appropriate by all Councillors.</b></p> <p><b>Proposed GC, Seconded RM, all others in favour.</b></p> |     |
| 037/19 | <p><b>S106 deposits update</b></p> <p>To receive an update on the S106 deposits and to approve the online transfer of £600k from Lloyds deposit account to Lloyds current account</p> <p>Following item 010/19 January Full Council resolution:<br/><i>It was resolved to accept the recommendations of the Finance &amp; Policy Committee as follows:</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |

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|        | <p><i>1. To deposit £600,000 each with both Lloyds and Santander on either 3-month or 6-month fixed term deposit, subject to best available interest rate, the strategy to be confirmed by email consensus.</i></p> <p>It was decided by email consensus of the Finance &amp; Policy committee that:</p> <ul style="list-style-type: none"> <li>•£600k to be deposited immediately with Nationwide 95-day deposit</li> <li>•£600K to be deposited in Lloyds 3-month fixed term deposit when both 12-month bonds mature at beginning of March.</li> </ul> <p>The Nationwide account is now open. Most convenient method to transfer £600k from Lloyds Bank to Nationwide is via a cheque posted to Nationwide, as CHAPS facility is no longer available - interest will be earned from second working day after receipt of cheque.</p> <p><b>It was resolved to give the Responsible Finance Officer delegated authority to move £600 from Lloyds Deposit account to Lloyds Current account when it becomes available as appropriate, and to approve the deposits as agreed by email consensus by the Finance &amp; Policy Committee.</b></p> <p><b>Proposed GC, Seconded RM, all others in favour.</b></p> | RFO |
| 038/19 | <p><b>Treasury &amp; Investment Policy</b><br/>To approve amendments to the policy</p> <p>The revised Treasury &amp; Investment Policy in light of Independent Financial Advice being sought were reviewed and amendments discussed and agreed:</p> <p><b>Investment preferences</b><br/>Cash Sterling preference moved from <b>Favoured</b> to <b>Required</b><br/>Managed Funds Passive to be marked as <b>Neutral</b></p> <p><b>Tolerable Investment fall/ timescale</b><br/>For up to one year moved from <b>Nil</b> to <b>Up to 5%</b><br/>1 – 5-year period moved from <b>Nil</b> to <b>Up to 5%</b><br/>5-10-year period moved from <b>Up to 5%</b> to <b>5% - 10%</b><br/>More than 10 years moved from <b>Up to 5%</b> to <b>5% - 10%</b><br/>Under section 1 update demographic of Church Crookham number of dwellings.</p> <p><b>It was resolved to approve the above amendments in Treasury &amp; Investment Policy v7</b></p> <p><b>Proposed RM, Seconded GSa, all others in favour.</b></p>                                                                                                                                                                                                  | RFO |
| 039/19 | <p><b>Independent Financial Advisor</b><br/>To approve the Corporate Investment data capture form to be returned to James Ryan Thornhill Ltd</p> <p><b>The data capture form was reviewed by Councillors and amendments advised as per those in the Treasury &amp; investment Policy v7 (See agenda item 038/19 above). The form was approved and signed.</b></p> <p><b>Proposed GC, Seconded RM, all others in favour.</b></p> <p>Thanks were to be passed on the RFO for this time-consuming work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | RFO |

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| 040/19 | <p><b>Fidelity Guarantee</b><br/>To review the level of fidelity guarantee covered by the Parish Council insurance policy and recommend any amendments.</p> <p>The current level of cover for all members &amp; employees: £3m<br/>A fidelity guarantee is cover against theft of council money by staff or councillors, therefore the level of cover required should be equivalent to the largest sums of money held during the year. In parish councils this is usually when the precept is received in April and October however CCPC also holds large sums of S106 funds.</p> <p><u>Expected money to be managed in 2019 2020:</u></p> <ul style="list-style-type: none"> <li>• Funds held in PC bank accounts at 28th Feb 2019 <b>£1.97 million</b></li> <li>• S106 payments due from Taylor Wimpey in 2019 2020: <b>£849,860</b></li> <li>• Budgeted revenue income 2019 2020 <b>£ 308,276</b></li> </ul> <p>of which the precept £222,274 is received in 2 instalments in April and October<br/>Total expected to be managed in 2019 2020 <b>£ 3.13 million</b></p> <p><b>The Fidelity Guarantee of £3m was considered adequate cover and was approved.<br/>Proposed GC, Seconded RM, all others in favour.</b></p> | RFO   |
| 041/19 | <p><b>Annual Parish Meeting</b><br/>To agree the format of the Annual Parish Meeting on the 8th May 2019 and confirm invitees</p> <p>A draft agenda was provided and a format agreed:<br/>Invitees to include Police for an update report<br/>Grant recipients to include Scouts, Challengers, Brendoncare<br/>Updates from County &amp; District Councillors<br/>Information presented on Community Survey<br/>Presentation of Annual Parish Report – to include Introduction to Officers<br/>Community Groups and Interest Groups invited to display information and recruit volunteers e.g. Schools, Outcome of SANG survey<br/><b>Proposed GC, Seconded MT, all others in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Clerk |
| 042/19 | <p><b>Grounds Maintenance contract</b><br/>To receive and approve a quote for new areas in addition to contract</p> <p>Some areas within Crookham Park were not included in the requests for tender as part of the 2016 tender process and quotes have therefore been requested for the additional areas due for adoption:<br/>Area A – Grant Drive LAP and land<br/>Area B – Everest Walk LAP and land<br/>Area C – Crossways LEAP and land<br/>Area G – LAP off Jubilee Drive and land (not in current land transfer)<br/>Area H – LAP off Naishes Lane and land</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |

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|        | <p>The monthly costs associated with these areas are comparable to the existing contract areas and the total monthly addition to the contract is £710.83 (including area G not yet transferred).</p> <p><b>It was resolved to approve the additional monthly Grounds maintenance quote for additional areas as listed.</b><br/> <b>Proposed GC, Seconded DM, all others in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk                         |
| 043/19 | <p><b>SANG meeting</b><br/> To receive notes from the meeting of stakeholders held 5th February</p> <p>Notes were presented to the Council following receipt of comments from all parties. It was agreed that the Community Survey may well be a useful medium to understand local knowledge of the SANG facility and to promote its usage. CCPC newsletter could include the outcomes from the SANG survey due to be carried out by Ecology Solutions and could also be provided at the Annual Parish Meeting.</p>                                                                                                                                                                                                                                                                          |                               |
| 044/19 | <p><b>Quotes</b><br/> To receive and approve quotes for works required</p> <ul style="list-style-type: none"> <li>• JFK – to supply &amp; install thermostat &amp; cover in Acorn Hall, and to supply &amp; install thermostat cover in Oak hall - £300 [budget code 4340/450]</li> <li>• VitaPlay - remedial works to surfacing in gateways at Jubilee- Rhynomulch £880 [budget code 4325/130]</li> <li>• Replay - repairs to Peter Driver MUGA 3G surface - £695 [budget code 4305/130]</li> <li>• Axis Security – repairs to non-compliant Emergency lighting following service visit on 20<sup>th</sup> Feb £250 to be booked immediately.</li> </ul> <p><b>Quotes listed above were approved and works to be booked</b><br/> <b>Proposed RM, Seconded GC, all others in favour.</b></p> | FO<br><br>FO<br><br>FO<br>CCO |
| 045/19 | <p><b>To approve payment of accounts for February 2019</b></p> <p><b>It was resolved to approve the payment of accounts for February 2019.</b><br/> <b>Proposed MB, Seconded RM, all others in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |
| 046/19 | <p><b>To receive Clerks Report</b></p> <p><u>Confirm audit arrangements:</u><br/> 11th April - Financial accounting system year end close down will be performed<br/> 12th April Internal audit will take place<br/> 16th April Finance &amp; Policy meeting to agree final figures for year-end production<br/> April Full Council approve year end accounts for submission to External auditor</p>                                                                                                                                                                                                                                                                                                                                                                                         |                               |
| 047/19 | <p><b>To receive monthly safety reports</b></p> <p>Reports were reviewed – Repairs to play surface at Azalea have been made</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |

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| 048/19 | <p><b>External Bodies Committee attendance</b></p> <p>To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <p>Memorial Hall minutes were circulated</p> <p>Farnborough Aerodrome Consultative Committee notes were circulated</p> <p>Hart Health &amp; Wellbeing future agendas to be circulated to provide indication of issues under discussion</p> <p>Multi Agency Flood Meeting – Drainage plans for Nepal Gardens to Naishes Lane were discussed. Link to enable households to report issues of internal flooding or highway issues to be provided.</p> <p>Buses in Fleet – event held in Fleet to highlight changes to bus timetables was well attended between 10am – 5pm.</p> |  |
| 049/19 | <p><b>To confirm next meeting dates</b></p> <p>Hart DC planning meeting: Wednesday 13th February 2019</p> <p>CCPC Planning Meeting: 7.30pm 11<sup>th</sup> February 2019</p> <p>CCPC Facilities Meeting: 8pm 11<sup>th</sup> February 2019</p> <p>CCPC Planning Meeting: 7.30pm 25<sup>th</sup> February 2019</p> <p>CCPC Full Council Meeting: 8pm 25th February 2019</p> <p>Meeting Closed at 9.25pm</p>                                                                                                                                                                                                                                                                                                                                            |  |

Signed \_\_\_\_\_ Date \_\_\_\_\_