

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 25th March 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); Michael Thorne (MT); Debbie Moss (DM); Helen Butler (HB), Michael Burford (MB).

Also: Claire Inglis (Clerk)

Cllr John Bennison (HCC)

There was 1 member of the public present.

050/19	Apologies for absence Apologies were received from Cllr. Jenny Radley	
051/19	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting held 25 th February 2019 It was resolved to approve the minutes of the meetings held Proposed GC, Seconded DM, all in favour. To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings – 25 th February & 11 th March 2019 It was resolved to approve the minutes of the meetings held Proposed GC, Seconded RM, all in favour.	
052/19	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members None received	
053/19	Declaration of interest - relating to any item on the agenda. Cllrs RM, GC & RM declared an interest in agenda item 066/19 Allotment report	
054/19	Chairman's Announcements A reminder to all councillors to read the Procedural reminder email issued by the Clerk on 20 th March. If any councillors would like to visit incinerator and recycling facilities in Hampshire to gain a better understanding of recycling processes, then please let Clerk know.	

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055/19	Public session – This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee. Cllr Bennison confirmed Hampshire CC are entering a period of purdah in advance of elections in May.	
056/19	Southampton to London Pipeline (SLP) Project To receive an update and approve any actions in relation to the SLP project • CCPC Legal advisor has been engaged (fees payable by the SLP project team) to assist in the legal work required to decide whether to enter into an Option Agreement relating to a proposed pipeline at Peter Driver Sports Ground. PLEASE NOTE that this is a <u>replacement</u> pipeline as the original one already runs through the site. • By granting the Option CCPC will be required to grant a Deed of Easement in relation to the pipeline that will be installed and maintained in the future at the site i.e. replacing any existing Deed of Easement as the pipe will be in a marginally different location to the original pipeline. • The Clerk and CCPC solicitor have reviewed the documentation provided by the SLP Project team and questions and amendments arising from them have been clarified with the other party. • The Clerk confirmed that in accordance with s127 of the Local Government Act an advert has been placed in a local paper for two weeks at a cost of £260 inc. VAT and notices placed on CCPC noticeboards. In summary the Option to enter into a Deed of Easement subject to the suggested amendments on the legal documents by the legal advisor for CCPC is recommended for approval and signing giving delegated authority to the Clerk to sign on behalf of the Parish Council. If CCPC decide not to approve the Option, it is likely that this will happen by Compulsory Order due to the nature of the project and planning being determined by the Secretary of State. It was resolved to agree to enter into a Deed of Easement with the Southampton to London Project Team for laying of an aviation fuel pipeline at the Peter Driver Sports Ground by giving delegated authority to the Clerk to sign the Option agreement when finalised by the legal team. Proposed GC, Seconded MB, all others in favour. The Clerk will also ensure that the future lease agreements with football hirers at the site enable CCPC to give notice of cancellation if for example repair work on the pipeline is required and for the laying of the pipeline if it were to take place within season. It would be CCPCs intention to negotiate works outside of the football season.	Clerk FO

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057/19	Cyber Insurance To receive a report and decide whether to purchase Cyber Insurance Due to the onset of cybercrime targeting councils as well as companies, insurance companies are now offering stand-alone Cyber Liability Insurance cover. Attacks of cybercrime may come in the form of random phishing emails, targeted spear phishing emails, denial of service attacks or may be due to rogue employees, negligent employees or telephone scams. The Information Commissioners Office may levy fines for data breach as a result of these attacks of up to 4% of turnover or 20 million Euros whichever is the higher. In the event of an attack insurance may provide: - Access to industry experts - Data breach legal experts - Compensation for reputational loss - Cover for: - o forensic costs and repair costs - o loss of business income and associated increased costs - o data breach fines and penalties (although this has yet to be tested) - o data breach notification expenses - o credit/identity theft monitoring expenses - Cover for 3rd party claims for: - o direct financial loss, - o privacy claims for breach of personal identity information - o corruption of 3rd party data by malicious code - o negligent transmission of virus - o distress. Quotes from 3 Insurance providers were considered. It was resolved to purchase Cyber insurance and accept the quote from BHIB at £299 including IPT and for Councillors to be provided with the anti-virus software option if appropriate. Proposed GC, Seconded GSa, all others in favour.	RFO FO
058/19	Men's Shed Phase 2 To receive and agree a Phase 2 proposal from Men's Shed Further to the Church Crookham and Fleet Men's Shed obtaining National Lottery funding they have also received an offer from Taylor Wimpey of office containers	

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	currently occupied by them on site. Following consideration by Men's Shed they have submitted a proposal to the Parish Council seeking support to submit a planning application for a phase 2 to the project. Men's Shed are looking to accept an offer for 2 office containers whilst also seeking to clad them in the same style as the proposed shed thus making the facility look like one building and enabling different activities in a clean environment to take place e.g. art, glass work as well as a kitchenette area for providing refreshments. The office containers and the Shed would act as one building but access would be provided avoiding entering the Shed also. CCPC considered the proposal and suggested that additional natural screening such as a hedge should be provided in mitigation to local residents that may overlook the allotment site. Also consideration would need to be given to any appropriate permissions if the containers were required to be stored temporarily before a second phase was given permission and how they would be disposed of if permission by HDC was not granted. It was resolved to agree to submission of a planning application for phase 2 Men's Shed. Proposed GC, Seconded GSc, all in favour. The Clerk would ensure that appropriate clauses are included in the Men's Shed lease to cover disposal of containers by Men's Shed if appropriate.	Men's Shed Clerk
059/19	S106 Revised Project Spending Intention To approve submission of a revised S106 spending intention to Hart DC Further to Men's Shed funding success the request from Hart DC to support CCPC funding of the project is now not required. A redraft of the letter was provided by the Clerk to request the S106 funds to contribute to the cost of an allotment/ Men's Shed toilet facility. It was resolved to submit a revised S106 Spending request to Hart DC for the £4,400 to contribute towards a toilet facility project. Proposed GC, Seconded MB, all in favour.	Clerk
060/19	Community Survey To receive an update and agree the next steps for a Community Survey Cllrs GSa, and JR have met twice with the Clerk in addition to 1 resident to review the 2012 survey and results, to discuss a timeline, provide a draft introduction. The aim is to provide a simple shortened version of a survey but effective in terms of ensuring that any responses provided by the public for desirable future services, events or projects are deliverable by the Parish Council.	

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	The aim is to launch and advertise the Survey at the Annual Parish Meeting in May.	Clerk & Cllrs
061/19	Taylor Wimpey update To receive an update on progress of site issues and agree any actions 1. Kompan installations - LAP 7 update following up from Pre-Application - Taylor Wimpey await the formal response from Hart DC following the Pre-Application advice meeting held 14th March. Installations continue as the final stages of development complete. Outstanding issues in areas to be transferred are being resolved. 2. Land transfers/ S106 monies - CCPC solicitor chasing final document for CCPC / TW to discuss final areas. Arrange date to discuss final tranche transfer and implications of any potentially incomplete areas. 3. Travel Plan coordinator (TPC) – Notes from Clerk meeting with TPC were reviewed – Clerk held fact finding meeting with TPC and notes on issues raised and discussed were summarised. 4. MUGA resurface works –CCPC continue to want TW to rectify problem with surface before opening and TW plan for work to commence asap. Clerk provided details of alternative supplier if works not commence immediately. Athletics area - Contractor issues have caused further delays. TW again seeking solutions asap. Important to see some progress on this issue at the latest in next 2-3 months. 5. Compound adjacent to Community Centre - Following site walkabout 22nd March still some car park space works adjacent to the area to be completed 6. SANG Survey / Website - New website work has been undergone for the SANG and should be released soon. The survey re the SANG needs to be carried out on a school week and non-school week so possibly planned for Easter holidays. 7. Other: Road topping out / Allotment access road repair timing update TW anticipate allotment access work to be carried out soon as contractor is carrying out other works on site. Final road topping is due to be carried out July. Naishes lane lights and build-out lights have been reported	
062/19	Marking the Death of a Senior Royal To consider and agree what actions, if any Church Crookham Parish Council may take in the event of the death of a Senior Royal Please note that there has recently been discussion amongst Clerks about Operation Bridge - actions taken following the death of a Senior Royal. Most Parishes are determining what action they will take and which Senior Royals they would mark in this way. A report with example from local parish was	

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	provided and discussed. It was resolved to mark the passing of the ruling Monarch, Regent and immediate direct heirs to the throne and others at the discretion of the Chair and/or Vice Chair to be judged at the time. The protocol as provided amended as required for CCPC will be followed and a budget of £250 will be provided to purchase items to include books of Condolence Proposed GC, Seconded RM, all in favour.	Clerk CCO
063/19	Consultations To receive and consider whether to respond to Consultations and to agree a response Consultation 1 The Department for Environment, Food & Rural Affairs are running the consultation 'Introducing a Deposit Return Scheme (DRS) in England, Wales and Northern Ireland'. CCPC agreed to NIL response to this consultation. Consultation 2 On 1st March, the Rural Services Network launched a campaign calling on the Government to develop a Rural Strategy. Clerk was asked to contact local Clerks to establish if they are responding following discussion whether Church Crookham is considered rural in the context of the consultation. If appropriate a formulated response will be circulated for agreement.	Clerk
064/19	Trail Action Group (TAG) To receive a TAG report and agree a response, if any The Trail Action Group (TAG) recently contacted CCPC raising their concerns over limited access to MOD land known as Long Valley and asked for support for their recommendations. As requested by TAG the Clerk has confirmed receipt of the document. CCPC agreed to not respond as it considers it is not in its remit to provide comment on how the MOD manages its land. It is aware that land may be closed off due to planned training for the safety of all, and that plans for training may be subject to change by the MOD and therefore CCPC concludes it cannot support TAG's recommendations. Proposed RM, Seconded MT, all in favour.	
065/19	Allotment report To receive Allotment inspection report and agree report recommendations Report was circulated and recommendations agreed.	

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	It was agreed that there is a requirement for a Safety inspection of the communal allotment shed to be carried out by the Facilities Officer and a Councillor. This will be arranged for as soon as possible. It was resolved to accept the recommendations of the allotment report and to carry out a safety inspection of the communal shed as soon as possible. Proposed MT, Seconded HB, 3 abstentions, all others in favour.	FO
066/19	Asset Register To receive report on asset verification and approve verified and updated asset register to include authorisation of disposal of assets Councillors having completed an asset verification exercise around the parish submitted their findings to the Responsible Finance Officer. The updated and agreed asset register was provided for approval. It was resolved to accept the updated asset register v1. asset values £2,243,682 and approve disposals Pre-school shed, 5 blue chairs and office filing cabinets Proposed GC, Seconded MB, all in favour.	RFO
067/19	Ear Marked Reserve Movements at Year-End To consider and approve year-end Earmarked Reserve Movements for 2018/19 Following the Men's Shed success in gaining National Lottery funding the proposed new EMR for the Men's Shed approved in January 2019 is no longer required. Alternative EMR movements were discussed and agreed. It was resolved to move any general reserve in excess of £114,000 at year-end as follows: £12K to EMR Improved Parish Signage & Gateways to enable a full reassessment of Parish signage £2K new EMR Parish Maps £5K to EMR Community Centre (for replacement equipment, surfacing etc.) £12K to EMR Peter Driver Improvements – to bring total EMR to £160K in 2019/20 £5k to EMR Play equipment replacement Any balance up to £15K to new EMR Community Capital projects. Proposed RM, Seconded GC, all in favour.	RFO
068/19	Quotes To receive and approve quotes for works required No quotes were required for authorisation	
069/19	To approve payment of accounts for March 2019 It was resolved to approve the payment of accounts for March 2019.	

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	Proposed GC, Seconded MB, all others in favour.	
070/19	To receive Clerks Report <u>Community Litter Pick</u> Litter pick held 23rd March was a successful event: 1-hour litter pick held at 3 different locations 23 bags of rubbish collected Large items also collected and disposed of 21 participants including Councillors <u>Website</u> Following Clerk attendance at Regional training seminar the timeline for legislative changes to websites was discussed and CCPC will need to work towards compliance. Money is being put aside in the budget to enable work to the website updates in 19/20 and CCPC will also have to be mindful that it works towards the changes to legislation: The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 Purpose: To allow citizens, particularly those with disabilities, to gain better access to public services by making public sector websites and mobile apps more accessible. Must be compliant by 23 September 2020 Working group will need to be established at the Annual meeting in May to progress the website project to agree the developmental work needed for the CCPC website. <u>Fleet Link Exceptional Cost Claim</u> Clerk confirms that following consensus from Councillors by email the Exceptional Cost claim by Fleet Link service was released from funds already paid by CCPC into the contingency fund for such exceptional repair work. <u>Work Experience student</u> CCPC have agreed to host a Court Moor student for a week of work experience in June 2019 (week commencing 17th) between the hours of 9am and 12pm. Insurance cover has been confirmed for the student.	
071/19	To receive monthly safety reports Reports were reviewed	
072/19	External Bodies Committee attendance To report on external bodies committee meetings attended and recommend any action required by the Parish Council. HB to attend HDAPTCC meeting to be held 9th April	

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	HB to attend Community Transport meeting to be held 28 th March	
073/19	To agree dates for the next meetings Upcoming meetings are as follows: Planning Monday 8th April 7.30pm Facilities Monday 8th April 8pm Finance & Policy Tuesday 16th 7.30pm Planning Tuesday 23rd April 7.30pm Full Council Tuesday 23rd April 8pm Planning ONLY Monday May 7th 7.45pm APM Wednesday 8th May 7pm Planning Monday 20th May 7.30pm Annual Meeting Monday 20th May 8pm Meeting closed at 21.46	

Signed _____ Date _____