

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 23rd September 2019, 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gill Thomas (GT) Chair; Richard Martin (RM); Gareth Saunders (GSa); Michael Thorne (MT); Helen Butler (HB); Michael Burford (MB); Jenny Radley (JR); Debbie Moss (DM); Gill Scott (GSc).

Also: Claire Inglis (Clerk)

Cllr John Bennison (HCC)

Cllr Peter Collings (HDC)

There were 2 members of the public present.

173/19	Apologies for absence Cllr C Harris	
174/19	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 22nd July 2019 It was resolved to approve the minutes of the meeting held 22nd July 2019 Proposed GSa, Seconded MT, 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 Minutes - 8th September 2019 It was resolved to approve the minutes of the meeting held Proposed RM, Seconded GSa, all in favour. Facilities Committee Meeting - 12th August 2019 It was resolved to approve the minutes of the meeting held Proposed GSc, Seconded GSa, all in favour.	
175/19	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members None received	
176/19	Declaration of interest - relating to any item on the agenda Cllrs MB, RM, GT - Allotment related items	

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177/19	Chairman's Announcements Men's Shed event held on 22nd was very successful despite the change in weather fortunes. A very good turn out and great support shown for the group. The ribbon cutting ceremony was performed by Cllr Gill Scott who thanked Allan Walker and his team for bringing the shed into reality. The toilet had also arrived and is plumbed in with electrics to be certified.	
178/19	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 Collings reported back following a drop-in session held by HDC where questions were raised regarding the Shapley Heath Garden Village. £150k has been received by HDC following a successful bid from the central Government's Garden Communities program. Concerns have been raised as to why this fund was bid for after the new settlement was taken out of the HDC Local Plan. HDC confirm that they will still need a housing supply beyond 2025 and the fund will be used to research the viability of a garden community. Questions were asked by CCPC as to how much further budget is being committed to this research: Cllr Collings confirmed that £500k is to be made available to the joint CEOs for the first stage assessment. Would the research seek to understand the public dissatisfaction as a result of potentially creating a new settlement; And further is the viability of other solutions to housing demand being investigated beyond Shapley Heath: Cllr Collings confirmed that no other development options were being considered within the assessment. Cllr Collings agreed to ensure that these questions would be answered. Cllr Bennison reported on the anti-social behaviour concerns raised by residents to the rear of Avondale tennis club which has impacted on Crookham Park and that the tennis club is looking to install gates at the entrance to restrict parking out of hours. This may just have the effect of moving the problem elsewhere. Also, HCC having declared a climate emergency and are in the process of setting out its strategy to 2050 and there is a great desire by all to do something to improve the environment. Questions were raised regarding the recycling contract and what is being done to increase wider recycling. Cllr Bennison confirmed that principal authorities will be charged for contaminated recycling rubbish as they need to educate their public.	
179/19	Grant Applications To receive and consider approval of grant applications	

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	Budget for 2019/20 is £20,000 [excluding Basingstoke Canal Contribution] Balance remaining £16,900 Please see grant requests from (1) Fleet Town Council Xmas Dinner £100 It was resolved to approve the grant application from Fleet Town Council & Churches Together for £100 Proposed GT, Seconded GSc, all in favour. (2) Crookham Sunshines Pre-School Screening to fence line for safeguarding £810 It was resolved to approve a grant application up to £1000 at the Clerks discretion to ensure product will be reliable, safe and have some longevity Proposed GT, Seconded MB, all in favour.	RFO Clerk
180/19	Suitable Alternative Green Space (SANG) To discuss and agree feedback as a stakeholder of the SANG at the upcoming Stakeholder meeting In general, CCPC will be seeking an update on progress with issues outstanding from previous meetings from all those involved in the management and ownership of the SANG. In addition: CCPC seek clarification of (Disability & Discrimination Act) DDA accessibility requirements of the SANG as per the S106 agreement? Is it possible to widen more access gates to cater for pushchairs onto SANG? Is there any proposal to install a gate at Tadpole Lane exit from SANG? In terms of permanent signage what are the plans for inclusion on the final boards? Can the stakeholders have some input into the content of the final boards? What is the timescale for the new and final boards? There is evidence of Ash die back on some trees on the SANG. Is the grounds maintenance team aware of this and what action is being taken? When was the last independent tree survey carried out? In terms of grazing the planned move onto the marsh field has not taken place, is this due to happen soon? In future will there be a tender process for the grazing (even if no charge to the cattle owners is incurred) and does the cattle owner take out public liability insurance? Padlocks to the pillboxes and time capsule have been damaged, broken off. Is it possible to refit with more robust padlocks? What are the plans for the boardwalks in the future to make them as safe as possible?	

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	It was resolved that the list of points/ questions as above will be raised at the stakeholder meeting on behalf of CCPC to be held 1st October. Proposed GT, Seconded MT, all in favour.	Clerk
181/19	Insurance To receive an update on insurance matters and consider approval of Terrorism Insurance On Monday 16th September Clerk & Deputy Clerk met with Colin Raffell – WPS Insurance broker to review insurance cover of currently held assets. The initial review confirms that the assets insured value is adequate compared to the asset register with clarification sought on categorization of the asset register vs insurance categories. Action: Deputy Clerk to confirm replacement value of play surfacing in Orchard Play Park and agree the figure for fencing Colin Raffell inquired about events held by the Parish Council and these were listed: Apple Day, Peter Driver Fun Day, VE Day, Tea Dance, Christmas Party, Litter Picks. He voiced no concerns over the risk level associated with these types of events. He confirmed that in the situation where a third party is using the open space there is no requirement to request a risk assessment from this third party as acceptance of the risk assessment places the Parish Council at risk if this was considered not adequate following an incident. Clerk inquired about “Loss of Income” potential due to delays in the SLP project would WPS insurance pay out? Colin confirmed that this would raise a claim against ESSO by the Parish Council to claim on their insurance. Colin asked if there was any consideration given to Terrorism Insurance due to the existence of the pipeline? Clerk considered it low risk and has subsequently contacted SLP to inquire what cover ESSO holds. It was agreed to await a response from Esso before consideration of the quote for Terrorism insurance.	DC Clerk Clerk
182/19	External Audit Conclusion To receive the Conclusion of Audit report from the External auditors and approve any matters arising The External audit report was received and recommendation within discussed. The RFO has queried the treatment of Employment expenses with the internal auditor and will await the outcome of the internal/ external auditor review meeting. The Notice of Conclusion of report has been published on the website and noticeboards as required. It was resolved to approve and accept the External auditor report and await the outcome of the query in advance of restatement of boxes 4 and 6 during the year end of 2019/20	RFO

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	Proposed GT, Seconded RM, all in favour.	
183/19	Fleet Link To receive an update following Fleet Link contributors meeting Fleet Link notes from the meeting held in August were circulated and discussed. Clarification to be confirmed for who qualifies for use of the service. Postcode information to be given to Fleet Link service providers to enable better data on usage by Church Crookham residents. Councillors got a better understanding of the limitations of the service.	CCO
184/19	Community Survey To receive an update on responses to the survey and agree any further action Responses received to date excluding 2 postboxes in Community total 120. Via website and social media 56, Paper versions 64 most from Verne Dental Centre. Closing date of 31st October was agreed, and the survey will continue to be promoted via social media. It was agreed to input the paper responses from the survey into SurveyMonkey after the closing date to then analyse the data in one go. It was resolved to approve a budget of £200 to purchase 2 banners to further promote responses from the community. Proposed GT, Seconded MT, all in favour.	Clerk CCO
185/19	Utility Laser agreement To consider approval of Utility Gas & Electric LASER agreement through Hampshire County Council Gas & Electric has been purchased through the Hampshire County Council Laser agreement which purchases gas and electric in bulk in order to provide savings. Please note the following from Laser: “Our mission is to deliver unique end-to-end energy solutions to all Public Sector organisations helping to reduce costs, lower risk, increase efficiency and stay compliant.” The Laser agreement is due for renewal covering from 2020 - 2024 Currently Community Centre, Allotment site, Unmetered CCTV electricity at Crookham Park and Peter Driver pavilion electricity (Not Gas at PD) are covered by the agreement. Clerk has requested PD Gas to be included and recommends renewing agreement. It was resolved to renew the Laser agreement for utilities gas and electric and to include Peter Driver site with gas for the 2020-2024 period Proposed GT, Seconded MT, all in favour.	Clerk

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	It was resolved to accept the recommendations of the inspection report and issue letters to the tenants as agreed. Proposed GSa, Seconded DM, 6 in favour, 3 abstentions.	FO
189/19	Taylor Wimpey update To receive an update on progress of site issues CCPC related items: 1. Athletics area – Kestrel appointment date received yet – Athletics club asked for update Mon 16th 2. MUGA – Redfields commencement – any further information Clerk has chased for action. It was agreed that Clerk would request action be taken by week ending 4th October or CCPC will look to commence enforcement through Hart DC re non-delivery of the S106 Proposed GT, Seconded RM, all in favour. 3. Kompan installations – to receive an update on outstanding installations • Grant Drive LAP – <i>Bench issue resident has been contacted by Clerk who awaits a reply before bringing to meeting for consideration</i> Outstanding installs and rectifications • LAP 7 • Allamand LEAP • AREA H – <i>replace gates</i> Residents are being contacted by letter to confirm an installation date for LAP 7. Allamand LEAP install location and layout continues to prove complex due to location of live cable running through the proposed site (pre-existing cable MOD). TW will update following further discussions to resolve issues. 4. Land transfers/ S106 monies – to discuss potential timings of final tranches of land subject to outstanding works required i.e. Athletics, Compound area, Commuted sums in relation to. 5. Removal of dead trees – new contractor to be contacted via IYP Audit now completed and information sharing date to be agreed with all parties It was agreed to set up a meeting with IYP/ TW and Clerk to review final transfers and tree audit carried out setting date during week commencing 6th October. 6. Taylor Wimpey Other: • Gurung Way road layout plans Clerk to establish who has been contacted by Gurung Way residents to resolve road configuration concerns i.e. TW @ Leatherhead, Hants CC • Jubilee Drive road layout confirmation Devines commenced and finished works to Gregory Drive. Next works planned area around Nepal Gardens and Drainage works adjacent to athletics track/ SANG.	Clerk

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	- Travel Plan Co-Ordinator – TW to provide any further update if any – dates of bus through and survey Planned for when bus service will run through whole development which will likely follow final road layout and top surface. - SANG meeting due – Footpath through CCPC land to provide safer access onto SANG TW have made a request to provide a safe route path across PC owned land from the SANG car park onto the SANG rather than accessing via the roadway into the SANG car park. The results from the SANG user survey carried out earlier in the year has been made available and will be circulated by the Clerk. Progress on issues raised at last stakeholder meeting were summarised and are due to be reported at the upcoming SANG stakeholder meeting in early October. - Streetlights/ build out repairs update No further update at this time.	
190/19	Taylor Wimpey request for use of land To receive a request from Taylor Wimpey to install a footpath to enable safer access onto the SANG from SANG/ Allotment car park A verbal request due to be formally requested has been made to install a suitable footpath from the Allotment/ SANG car park across parish owned land to provide safer access onto the SANG. Currently if SANG visitors park in the car park they are forced onto the car park access road up the hill to access the SANG. The proposal suggests creating a hogging path from the rear corner of the car park (near the badger) up across the ditch avoiding the apiary site and through the woodland with a gate at the top to prevent small children, dogs running on to Naishes Lane to cross the road onto SANG. It was resolved to grant permission to Taylor Wimpey to install a path from the SANG/ Allotment car park across Parish Council land (Area J) to create safer access onto the SANG. Proposed GT, Seconded RM, all in favour.	Clerk
191/19	Disposal of Assets To confirm and approve disposal of assets from the register Further to approval of purchase of new Computers for Clerk and CCO there is a need to dispose of a couple of assets off the register. - CCO previous computer has been retained as it is running the door access software which drains computer memory resource and it was therefore decided to run this on a standalone - Clerk computer is to be disposed as no longer required - Men's Shed could benefit from disposal if CCPC happy to agree disposal at nil cost to the Men's Shed after the hard drive is cleaned up of all data prior to transfer	

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	• Printer previously used by Events officer is also surplus to requirements as CCO generates less printing and utilizes the main office Sharp photocopier for this purpose – Men’s Shed could also find this equipment useful if CCPC approve disposal to the charity. It was resolved to dispose of the Clerk Computer (Ref A000202) and CCO Printer (Ref A000210) at nil cost to Men’s Shed following hard drive clean-up of computer. Proposed GT, Seconded RM, all in favour.	RFO
192/19	Quotes To receive and approve quotes for works as required 1) Taps & Toilet seats – Replacement taps to pre-school toilets as the push down are too hard for small children. Replace 5-year-old toilet seats around community centre. £915 net of VAT – JFK plumbing contractor (Community Centre replacement EMR £32k) Approved Proposed GT, Seconded MT, all in favour. 2) New goal post set for Peter Driver – Five years since last purchased and require replacement due to not fitting together properly causing H&S issue £1,295 net of VAT – Sport Equip same model as existing (Sport Equipment budget only £500 this year as new posts budgeted for next year) Approved Proposed GT, Seconded RM, all in favour. 3) UPS Power supply for Kitchen shutter – failed to come down when fire alarm tested cheaper option to purchase than new battery £83 (Comm Centre maintenance) Approved Proposed GT, Seconded RM, all in favour. 4) Air conditioning unit annual maintenance service – Andrews Air Conditioning £138 net of VAT (Comm Centre maintenance) Approved Proposed GT, Seconded MT, all in favour. 5) Visual fire alarm to pre-school outdoor play area – as alarm cannot be heard in garden £285 net of VAT – Axis Fire & Security (Comm Centre maintenance) Approved with sounder to be included and letter to neighbouring properties Proposed GT, Seconded GSc, all in favour. 6) Disinfect water system – 3C (Comm Centre maintenance) £390 net of VAT Approved	

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https://churchcrookham.sharepoint.com/sites/CCPCComms/Server Archive/A
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	Hart Youth Forum – No further updates received on this project commencing QEB Steering Committee – Clerk has again chased for progress on setting a meeting and Cllr Bennison asked to assist. Transport in Hart – No information at this time FACC – SdG to confirm attendees on 31st October HDAPTC – 8th October at Hook – attendees TBC SANG Meeting 1st October 3pm Fleet Link – 21st November 11am Flood Forum – 30th September – MT & JR SLP 9th October meeting in Farnborough setting out procedure and timeline for Planning inspectorate review	
197/19	To confirm next meeting dates Hart DC planning meeting: Wednesday 9th October 2019 CCPC Planning Meeting: 7.30pm 14th October 2019 CCPC Facilities Meeting: 8pm 14th October 2019 CCPC Staff Committee Meeting: Time TBC 22nd October 2019 CCPC Finance & Policy Meeting: Time TBC 22nd October 2019 CCPC Planning Meeting: 7.30pm 28th October 2019 CCPC Full Council Meeting: 8pm 28th October 2019	

Meeting closed at 22.15pm

Signed _____ Date _____