

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

**Init:** \_\_\_\_\_

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

**Date and Time:** Monday 28<sup>th</sup> October 2019, 8.00pm

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

#### Present:

Councillors: Gill Thomas (GT) Chair; Gareth Saunders (GSa); Michael Thorne (MT); Helen Butler (HB); Michael Burford (MB); Debbie Moss (DM); Gill Scott (GSc), Cristina Harris (CH).

Also: Claire Inglis (Clerk)

Cllr John Bennison (HCC)

There were 2 members of the public present.

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
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| 198/19 | <b>Apologies for absence</b><br><br>Apologies were received from Richard Martin, Jenny Radley                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 199/19 | <b>To approve minutes of previous meetings</b><br>To receive and approve as a correct record the minutes of the Full Council Meeting 23rd September 2019<br>Planning Committee Meeting - 14th October 2019<br>Facilities Committee Meeting - 14th October 2019<br>Finance & Policy – 14 <sup>th</sup> April & 22nd October 2019<br><b>It was resolved to approve the minutes of the meeting held 23<sup>rd</sup> September 2019 and committee meetings as above. Minutes approved were signed.</b><br><b>Proposed GT, Seconded GSc, all in favour.</b> |  |
| 200/19 | <b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members<br><br>None received                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 201/19 | <b>Declaration of interest</b> - relating to any item on the agenda<br><br>None received                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 202/19 | <b>Chairman's Announcements</b><br><br>No announcements were made                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 203/19 | <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<br><br>Cllr Bennison reported that he has chased Hampshire officers for a QEB Steering date and that contact with CCPC will be made in due course. He also reported on the                                                                                                                                                                                                                 |  |

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|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |
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|                   | expansion of the fleet of electric vehicles leased by Hants CC. Since 2010 Hants CC has reduced its carbon footprint by 43% and is targeting 50% by 2025.<br>CCPC Councillors asked Clerk to investigate electric charging point installation to potentially look to include this as a future budgeted project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Clerk             |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |
| 204/19            | <b>Hart DC Independent Planning Peer Review</b><br>To confirm attendance and comments to be submitted at the Peer review<br><br>Hart DC are seeking councilors with experience of working with the Hart Planning development team to be involved in an Independent Peer review of the planning department (not an inspection but a robust and effective management tool for improvement).<br><br>It was agreed that Cllr GSa would represent CCPC if he meets the criteria                                                                                                                                                                                                                                                                                                                | DC                |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |
| 205/19            | <b>Consideration of current planning applications</b> <table><tr><td><b>Reference:</b></td><td>19/02247/HOU</td></tr><tr><td><b>Address:</b></td><td>10 Carlton Crescent Church Crookham Fleet GU52 6AP</td></tr><tr><td><b>Proposal:</b></td><td>Erection of a two storey side and rear extension, single storey front and rear extension and conversion of garage to habitable accommodation following demolition of conservatory</td></tr><tr><td><b>Expires:</b></td><td>8<sup>th</sup> November 2019</td></tr><tr><td><b>Decision:</b></td><td><b>NO OBJECTION</b><br/><b>Proposed HB, seconded MT, all in favour.</b><br/><br/><b>CCPC would ask that building control view the gym as ancillary to the main development due to its conversion from a garage.</b></td></tr></table> | <b>Reference:</b> | 19/02247/HOU | <b>Address:</b> | 10 Carlton Crescent Church Crookham Fleet GU52 6AP | <b>Proposal:</b> | Erection of a two storey side and rear extension, single storey front and rear extension and conversion of garage to habitable accommodation following demolition of conservatory | <b>Expires:</b> | 8 <sup>th</sup> November 2019 | <b>Decision:</b> | <b>NO OBJECTION</b><br><b>Proposed HB, seconded MT, all in favour.</b><br><br><b>CCPC would ask that building control view the gym as ancillary to the main development due to its conversion from a garage.</b> | DC |
| <b>Reference:</b> | 19/02247/HOU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |
| <b>Address:</b>   | 10 Carlton Crescent Church Crookham Fleet GU52 6AP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |
| <b>Proposal:</b>  | Erection of a two storey side and rear extension, single storey front and rear extension and conversion of garage to habitable accommodation following demolition of conservatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |
| <b>Expires:</b>   | 8 <sup>th</sup> November 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |
| <b>Decision:</b>  | <b>NO OBJECTION</b><br><b>Proposed HB, seconded MT, all in favour.</b><br><br><b>CCPC would ask that building control view the gym as ancillary to the main development due to its conversion from a garage.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |
| 206/19            | <b>Application for a street trading consent</b><br>To consider an application for street trading consent to sell Christmas trees and wreaths from the car park of The Tweseldown, Beacon Hill Road. And to decide whether to submit any comments to Hart DC.<br><br><b>It was resolved to submit No Objection for Street Trading Consent with the request that sight lines, especially at the Bourley Road junction, are not restricted by the signage used at the site and the stock of trees and wreaths does not encroach the pavement.</b><br><b>Proposed HB, Seconded GSa, all in favour.</b>                                                                                                                                                                                        | DC                |              |                 |                                                    |                  |                                                                                                                                                                                   |                 |                               |                  |                                                                                                                                                                                                                  |    |

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207/19

**Finance & Policy meeting**

To review debtors, acknowledge update to bank mandate and confirm quarterly bank reconciliations were carried out

The following information was received by Full Council following meeting of Finance & Policy Committee held 22<sup>nd</sup> October 2019

Total debtors at 30<sup>th</sup> September 2019 £ 11,679.63

Bank mandates have been amended to reflect Cllr Thomas change in name

Quarterly bank reconciliations were verified by Cllr Thorne.

208/19

**Actual vs Budget**

To review the updated Actual vs Budget figures for half year and the likely reserves at year end

| REVENUE -Summary Totals<br>2019 – 2020 | Annual Budget | Actual year to date | Forecast  | Likely out-turn | Variance |
|----------------------------------------|---------------|---------------------|-----------|-----------------|----------|
| Total income                           | £ 311,124     | £275,547            | £ 48,650  | £324,197        | £ 13,073 |
|                                        |               |                     |           |                 |          |
| Expenditure                            | £ 259,489     | £ 124,236           | £138,261  | £ 262,498       | £ 3,008  |
|                                        |               |                     |           |                 |          |
| Projects                               | £ 33,400      | £ 10,878            | £ 30,743  | £41,621         | £ 8,221  |
|                                        |               |                     |           |                 |          |
| EMRs                                   | £ 18,000      | £ 10,391            |           | £10,391         | £ 7,609  |
|                                        |               |                     |           |                 |          |
| Net Income/Expenditure                 | £ 235         | £ 130,041           | £ 120,354 | £ 9,687         | £ 9,452  |

Revenue budget

Income:

£ 13,073 improved income is due to increased bookings at the community centre - specifically one dance school which started regular bookings after budget setting last year, plus income from ESSO Southampton to London Pipeline project

Expenditure:

variance mainly due to:

- overspend on running costs of community centre partially offsets increased income
- overspend on pension costs

Projects:

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variance mainly due to pre-school paly surface offset by transfer from EMR see below

- overspend on community plan project
- un-budgeted expenditure on replacement of pre-school play area surface

EMRS: variance due to movement transfer from EMR to cover pre-school play area surface.

The net position currently shows income > expenditure forecast of £9.6k which may improve depending on second half year costs incurred. Decisions re which projects any overspend may support will be finalised during the budget setting process.

| <b>S106 -Summary Totals 2019 – 2020</b> | <b>Annual Budget</b> | <b>Actual year to date</b> | <b>Forecast</b> | <b>Likely out-turn</b> | <b>Variance</b> |
|-----------------------------------------|----------------------|----------------------------|-----------------|------------------------|-----------------|
| <b>Total income</b>                     | £ 10,000             | £4,530                     | £ 855,230       | £ 859,760              | £ 849,760       |
|                                         |                      |                            |                 |                        |                 |
| <b>Expenditure</b>                      | £ 62,505             | £ 614,589                  | £ 43,271        | £ 657,860              | £ 595,355       |
|                                         |                      |                            |                 |                        |                 |
| <b>Projects</b>                         | £ 38,000             | £ 17,966                   | £ 27,626        | £ 45,592               | £ 7,592         |
|                                         |                      |                            |                 |                        |                 |
| <b>EMRs</b>                             | £ 10,000             | £ 537,962                  | £ 5,370         | £ 257,268              | £ 247,268       |
|                                         |                      |                            |                 |                        |                 |
| <b>Income/Expenditure</b>               | £ 100,505            | £ 30,063                   | £ 778,964       | £ 100,960              | £ 455           |

S106 budget

Income:

£849,760 variance in income represents the S106 balance of developer monies due subject to delivery of S106 obligations

Expenditure: variance due to:

- £600,000 investment in CCLA LAPF (treated as an expenditure item and recorded on the asset register) offset against corresponding EMR movement

The reserves reconciliation shows a negative reserve to more easily track the investment made.

- Underspend on Refuse collection/Litter picking - budget allowed for potential contract with Hart DC for litter picking - not put in place yet. Litter picking at all parish sites is accounted for under precept expenditure but the cost of additional weekly emptying of bins at the community centre due to litter picking at all sites is paid from S106 funds.

Projects: variance due in part to:

- current overspend on allotment toilet project which should be covered by a S106 grant from Hart DC for £4,350

EMRs:

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|        | <p>variance due to<br/>Movements to reflect the S106 monies due offset partially by the negative EMR to represent the CCLA investment.<br/>Also, small movement from Public Art to cover cost of weathervane (£750 moved from EMR in 2018 to cover payment on account)</p> <p>The net position shows S106 expenditure for the year to be on budget, however it is likely to be underspent due to non-delivery of additional land and facilities. The required S106 spend will be reviewed as part of the budget setting process.</p> <p><b>Reserves:</b><br/>Budgeted movements have now been made.<br/>The S106 £100k contribution has been moved from the appropriate EMRs.<br/>A negative £600k EMR allows tracking of the CCLA LAPF investment.</p> <p>Draft budget will be received at the January Full Council meeting.</p> <p><b>The Quarter 2 summary of the accounts is accepted as a true record<br/>Proposed GT, Seconded DM, all in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                               |     |
| 209/19 | <p><b>To decide the S106 amount to be redeposited on a 12-month fixed term deposit which matures on 6<sup>th</sup> November at Lloyds</b></p> <p>Amount deposited: £ 202,250<br/>Interest due: £ 2,022.50<br/>Due on maturity: £ 204,272.50<br/>Decision was deferred by F&amp;P to seek clarification of anticipated developer funds expected before year end.</p> <p>Discussions have commenced with Taylor Wimpey to transfer additional land and facilities i.e. balance of area J (allotments), area D (compound area and along Gurkha path) and 4 of remaining 7 LAPs. Depending on progress Area G and Area C may also be transferred.<br/>Balance that would be due from developer of total balance owing £849,860 prior to year-end is therefore likely to be:<br/>£260,206 or £323,425 if includes areas G and C £849,860</p> <p>Due to the uncertainty of the timing of the receipt of the S106 monies it was agreed to retain £60,000 the anticipated requirement to fund next year's S106 expenditure from the returning deposit.</p> <p>Interest rate available 1.05% 12-month business bond as at 22<sup>nd</sup> October (previous rate achieved 0.9%)</p> <p><b>It was resolved to redeposit £144,272.50 in a 12-month business bond with Lloyds bank.<br/>Proposed GSa, Seconded GT, all in favour.</b></p> | RFO |

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| 210/19 | <p><b>Internal Auditor Interim Audit</b></p> <p>To agree to appoint Kevin Rose IAC Ltd to perform the Internal Audit for 2019/2020 and receive a report of findings from the interim audit held 22nd October 2019</p> <p>Kevin Rose confirmed an internal audit date at the end of September which was booked and carried out on 22<sup>nd</sup> October. Therefore, it is required to confirm Kevin Rose of IAC Ltd to perform the 2019/20 Internal audit of CCPC.</p> <p><b>It was resolved to appoint Kevin Rose IAC Ltd to perform the internal audit of CCPC for 2019/20.</b></p> <p><b>Proposed GT, Seconded MT, all in favour.</b></p> <p>Minor observations at the interim audit were made as follows:</p> <ol style="list-style-type: none"> <li>1) Evidence required in writing of request for correctly named Lloyds bank statement – This was a bank error as following a request for a name change to the bank account to remove “S106” from the name the bank incorrectly amended this to another name. Since then no bank statements have been received although the auditor acknowledged that the online bank statement correctly shows the bank account name.</li> <li>2) The Notice for Public Rights to inspect the accounts had been removed from the website due to the notice period being concluded (usual practice). However, the auditor needs to be able to evidence that the public rights were given. It is suggested that this document be retained on the website in future to enable this evidence to be provided.</li> </ol> <p>The RFO has been provided with a letter signed in accordance with the mandate to take to Lloyds branch to resolve the statement issue.</p> <p><b>It was resolved to accept the recommendations of the internal audit report to be implemented as required.</b></p> <p><b>Proposed GT, Seconded MT, all in favour.</b></p> <p><b>Thanks were to be passed to the RFO for the excellent outcome from the audit.</b></p> | RFO |
| 211/19 | <p><b>Finance Regulations</b></p> <p>To receive recommendation from Finance &amp; Policy committee following review of the document to approve updated Finance Regulations</p> <p>New model financial regulations have been issued by NALC.</p> <p>The following changes have been made:</p> <p>Changes made October 2019 – NALC new model regulations:</p> <p>1.3 <b>additional clause:</b> “that provide for the safe and efficient safeguarding of public money”</p> <p>1.6 <b>change:</b> 1.6 Deliberate or wilful breach of these Regulations by an employee is gross misconduct. may give rise to disciplinary proceedings</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |

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|        | <p>1.13 <b>change</b>: o declaring eligibility for the power of General Power of Competence; and</p> <p>1.14 <b>change</b>: o determine and keep under regular review the bank mandate for all council bank accounts;</p> <p>4.1 <b>remove</b>: Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman.</p> <p>4.4 <b>addition</b>: The salary budgets are to be reviewed at least annually in October for the following financial year at the Finance &amp; Policy meeting and “such review shall be evidenced by a hard copy schedule signed by the Clerk and Chair of Council or relevant committee. “</p> <p>4.8 <b>change</b>: For this purpose, “material” shall be in excess of £1000 or 15% of the budget whichever is the lower</p> <p>5.5b <b>addition</b>: An expenditure item authorised under 5.6 (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the council</p> <p>6.4 <b>change</b>: A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question</p> <p>6.6 <b>remove</b>: Cheques or orders for payment shall not normally be presented for signature other than at a council meeting (including before or after such a meeting).</p> <p>6.11 <b>remove</b>: Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council’s records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member’s personal computer used only for remote authorisation of bank payments.</p> <p>6.12 <b>addition</b>: and preferably off-site.</p> <p>6.17 <b>addition</b>: • Health and Safety supplies.</p> <ul style="list-style-type: none"> <li>• Community centre meeting room refreshments</li> </ul> <p>7.4 <b>change</b>: Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record of employee’s net salaries and the appropriate creditor of the statutory and discretionary deductions is not open to inspection or review (under the Freedom of Information Act or otherwise) other than</p> <p>11.1ii <b>change</b>: for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants, legal professionals acting in disputes;</p> <p><b>It was resolved to approve the updated Financial Regulations v.10 as recommended by Finance &amp; policy Committee at their meeting held 22<sup>nd</sup> October 2019 Proposed GT, Seconded MB, all in favour.</b></p> | RFO |
| 212/19 | <b>19/00890/STREET (Fish &amp; Chip trading licence)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |

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|        | <p>To receive recommendation from Finance &amp; Policy committee to grant permission for a Fish &amp; Chip van to trade from the community centre car park following granting of a trading license by Hart DC.</p> <p>Recommendation from Finance &amp; Policy meeting held 22<sup>nd</sup> October is as follows:<br/>Recommend that a concession should be granted to DB Fish and Chips to sell food from the overflow car park at the community centre once a week with the following conditions:</p> <ul style="list-style-type: none"> <li>○ cost £10 per session + VAT,</li> <li>○ invoiced monthly</li> <li>○ payable in advance</li> <li>○ initially let for 3 months and then reviewed</li> <li>○ to be reviewed every 3 months thereafter at the parish council's discretion</li> <li>○ all rubbish to be removed by DB Fish &amp; chips</li> <li>○ trading between 4pm and 8.30pm Tuesday nights</li> <li>○ to commence 1<sup>st</sup> Tuesday after receipt of payment of 1<sup>st</sup> months sessions</li> </ul> <p><b>It was resolved to approve the recommendation of the Finance &amp; Policy committee as above.</b><br/><b>Proposed GT, Seconded MB, all in favour.</b></p>                                                                                                | DC    |
| 213/19 | <p><b>Staff Committee (Subject to confidential minute)</b><br/>To receive and approve recommendations of the Staff Committee meeting held 22nd October 2019</p> <p>The Staff committee met and reviewed:<br/>Annual appraisal process was completed satisfactorily with all members of staff having completed a review and performance indicators set for 2019/20 - Clerk to attend training on Appraisal process<br/>Staffing requirements were reviewed and adjustments to CCO discussed for holiday period to reduce hours to 20 hours per week with Clerk &amp; RFO authority to agree payment method i.e. annualised regular payment or per month. No other staffing level changes were required.<br/>Staff salaries were reviewed, and the uplifts recommended for approval as per confidential staff committee minute 07/19. Budget allowed for £2900 uplift in year, impact of these recommendations for half year remaining is £1950.<br/>The approved changes will be reflected in the budget which will be considered at the January meeting</p> <p><b>It was resolved to authorise Clerk to attend appraisal training £45 plus VAT and approve recommendations of confidential Staff Committee minute reference 07/19</b><br/><b>Proposed GT, Seconded GSc, all in favour.</b></p> | Clerk |
| 214/19 | <p><b>Hart DC Draft dog fouling Public Space Protection Order (PSPO) Consultation</b><br/>To decide whether to submit a response and agree response</p> <p>The details of the consultation were circulated with the Draft PSPO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |

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|        | <p><b>It was resolved to not submit a response to the consultation<br/>Proposed GT, Seconded MT, all in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |
| 215/19 | <p><b>Taylor Wimpey update</b><br/>To receive an update on progress of site issues</p> <p><b>Enforcement action – Athletics and MUGA</b><br/>TW were asked to provide exact confirmation of the commencement of works for resurfacing of the MUGA and scope of works and timings for Athletics to be received by Clerk on Tuesday 8<sup>th</sup> October.<br/>This was not received by this date therefore Clerk has contacted Hart DC to confirm whether the non-delivery to date of these facilities constitutes a breach of the S106 agreement to potentially look to seek enforcement.<br/>Clerk has received acknowledgement of the request from Hart DC and awaits a response to indicate the next steps.<br/>TW were copied in on email and replied via email that they are still committed to delivery of the facilities and will update CCPC as soon as possible.<br/>Subsequent to the meeting the Athletics club have engaged support from MP Ranil Jayawardena who met with club members at the Community Centre on the morning of the 25<sup>th</sup> October to visit the proposed location for the track. Cllr Martin and the Clerk joined the group to represent CCPC and to explain the current status. MP RJ offered his support to bringing the facility into being and would look to speak to Mr Novraj Sidhu of TW and Hart DC.</p> <p><b>Kompan installations – to receive an update on outstanding installations</b><br/>LAP 7 / Allamand LEAP / Trim trails / AREA H – <i>replace gates</i><br/>Kompan are imminently due on site to commence further installs following aborted visit due to being unable to access the compound on site. Residents’ adjacent to LAP 7 were issued with letters to confirm that works would start soon. It was agreed that the Trim trails due to be installed around the Athletics track location should be implemented after any works to deliver the track. Allamand LEAP will be discussed further with Kompan following TW engagement with the Housing association in the location.</p> <p><b>Land transfers/ S106 monies</b><br/>Meeting was held to walk site also represented by It’s Your Place to discuss water course and SUDs management and works required to complete areas.<br/>Possible land transfer proposed:<br/>Area D – removing section currently occupied for reduced compound for remaining site works<br/>Area J – balance of<br/>4 LAPs – Boyce, Byrne, Gregory, Allamand<br/>Possible subject to completion Area C/ LAP 7, Area G<br/>Clarification needs to be sought on Parish/ administrative boundary in area D and F as the Parish Online boundary indicates the CCPC boundary different to the land transfer map originally agreed.<br/>TW are due to install knee rail and post and 3-rail bar above the balancing pond at the bottom of the original compound site.</p> <p><b>Removal of dead trees</b></p> | Clerk |

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

**Init:** \_\_\_\_\_

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|        | <ul style="list-style-type: none"> <li>Audit now completed and information sharing has taken place between CCPC and IYP</li> <li>Are TW seeking removal of dead trees by previous installing contractor or will this work with possible delays if contractual issue? TBC</li> <li>N.B. Caucasian Lime might be a better alternative to birch previously planted which are notorious for being difficult to establish – this follows discussion with Tree consultant currently carrying out tree surveys on behalf of CCPC</li> </ul> <p><b>Taylor Wimpey Other:</b></p> <ul style="list-style-type: none"> <li>Leatherhead involvement in outstanding issues: e.g. Gurung Way road layout plans, Jubilee Drive road layout confirmation</li> </ul> <p>West London are deferring relevant customer issues to be responded to by South Thames division. West London have arranged a site walkabout with colleagues from South Thames to outline the issues that WL division are implementing on their behalf.</p> <ul style="list-style-type: none"> <li>Travel Plan Co-ordinator – TW to provide any further update if any – dates of bus through and survey</li> </ul> <p>Upon completion of the road.</p> <ul style="list-style-type: none"> <li>SANG meeting held and minutes circulated for review</li> </ul> <p>Soanes Copse work is almost complete with final layer of tarmac to be laid</p> <ul style="list-style-type: none"> <li>Streetlights/ build out repairs update</li> </ul> <p>Epsilon contractor to be appointed to resolve this issue</p> <ul style="list-style-type: none"> <li>Vivid HA met with TW and problem of bin not being emptied and area of grass to be cut was discussed and will be addressed by Vivid.</li> </ul> |     |
| 216/19 | <p><b>Outcomes from Fire Safety Training</b></p> <p>To receive and approve any changes to relevant documentation as an outcome of Fire Safety Training received by staff</p> <p>Following Fire Safety Training received by all members of staff the Community Centre hirer Terms and Conditions have been updated to ensure the instructions to hirers is clear and to include information about responsibility for Personal Emergency Evacuation Plans for guests of hirers that may require additional assistance in exiting a building in an emergency situation.</p> <p><b>It was resolved to approve the amended Terms &amp; Conditions of hire for updated Fire Safety information.</b></p> <p><b>Proposed GT, Seconded GSc, all in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CCO |
| 217/19 | <p><b>Removal of wooden fence</b></p> <p>To seek permission for removal of three bar wooden fence adjacent to Men's Shed fence</p> <p>Men's Shed are requesting the removal of the post and three rail wooden fence adjacent to the fence installed by the Men's shed project as it is superfluous to requirement now due to the high fence installation and it has been used to gain access over the new fence. Therefore, to reduce the risk of security to the Men's Shed they seek removal in all areas where it sits adjacent to their fence line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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|        | <p><b>It was resolved to give permission to Men's Shed to remove the wooden fence adjacent to the newly installed high fence.</b><br/> <b>Proposed GT, seconded MT, all in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | FO    |
| 218/19 | <p><b>Risk assessment Software</b><br/> To consider and approve purchase of Risk Assessment Software</p> <p>The Internal auditor provided information on a piece of software available to Town and Parish Councils to generate pre-populated Risk assessments and edit on behalf of CCPC specific issues. This is a project for an officer to review the Risk assessments and this software for little cost would save a lot of man-hours for the initial input. The software has been provided initially FOC to trial – example risk assessment was provided. This appears to provide a clear indication of policies etc. that may be required and can be cross referenced to ensure that they are regularly updated as appropriate.</p> <p><b>It was resolved to purchase Risk Assessment software from DMH Solutions for £110 plus VAT to be paid from the Computer Software budget</b><br/> <b>Proposed MT, Seconded GT, all in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FO    |
| 219/19 | <p><b>Tree Survey Part 1</b><br/> To review early outcomes from resurvey of sites and agree actions and timings</p> <p>The first part of the 3-yearly tree survey was carried out on Monday 21<sup>st</sup> October. Areas covered included Peter Driver Open Space, Azalea Park Open Space, Lynwood Open Space, Community Centre frontage and High Trees Open Space</p> <p>The report of findings was issued the following day earlier than anticipated due to some "High Priority" issues being raised with work required indicated.</p> <p><b>Cllr MB stepped out of the meeting</b></p> <p><b>A strategy for the works was agreed as follows:</b><br/> <b>Steps:</b></p> <p>1) <b>Analyse report for due date for action</b><br/> Low priority shown as <b>1<sup>st</sup> March 2021 or 1<sup>st</sup> July 2021</b><br/> Moderate priority shown as <b>1<sup>st</sup> May 2020</b><br/> High priority shown as <b>1<sup>st</sup> January 2020</b></p> <p>2) <b>Quotes to be obtained from Tree Surgeons</b></p> <p>a. <b>High priority works to allow for booking in before 1<sup>st</sup> January</b></p> <p>b. <b>Moderate and Low priority works quote on basis of:</b></p> <ul style="list-style-type: none"> <li>• Whole site</li> <li>• 1 visit (Moderate work and Low work at same time)</li> <li>• 2 visits (Moderate and Low work at different times)</li> </ul> <p>Council to review quotes on these bases and book work in accordingly</p> <p>3) <b>Seek advice on replacement trees appropriate for location</b></p> <p>4) <b>Agree a resurvey period and receive quote and book in</b></p> <p><b>Proposed GT, Seconded HB, all in favour.</b></p> | Clerk |

**Init:**

<https://churchcrookham.sharepoint.com/sites/CCPCComms/Server Archive/A MEETINGS/Minutes/Full Council/2019/19 10 28 Minutes Full Council.docx>

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

**Init:** \_\_\_\_\_

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|        | SLP Examination timetable for the Planning inspectorate review of the planning application was made available.                                                                                                                                                      |  |
| 225/19 | <b>To confirm next meeting dates</b><br><br>Hart DC planning meeting: Wednesday 13th November 2019<br><br>CCPC Planning Meeting: 7.45pm 11th November 2019<br>CCPC Planning Meeting: 7.30pm 25th November 2019<br>CCPC Full Council Meeting: 8pm 25th November 2019 |  |

Meeting closed at 21.22pm

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