

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 27th July 2020 8.00pm

Place: remote meeting via Zoom

Present:

Councillors: Richard Martin (RM) Chair; Gareth Saunders (GSa); Cristina Harris (CH); Michael Burford (MB); Debbie Moss (DM); Alan Jones (AJ); Mike Thorne (MT); Jenny Radley (JR)

Also: Claire Inglis (Clerk)

Sally du Gay (Deputy clerk)

Cllr John Bennison (HCC)

There were 8 members of the public present

Z096/20	Apologies for absence Apologies were received from Cllrs Thomas and Butler	
Z097/20	To approve minutes of previous minutes To receive and approve as a correct record the minutes of the Full Council Meeting 22nd June 2020 and to receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings 13th July 2020 Finance & Policy Meeting 13th July 2020 Approved Proposed RM, seconded GSa, 7 in favour, 1 abstention.	
Z098/20	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members No dispensations had been received	
Z099/20	Declaration of interest - relating to any item on the agenda None received	
Z100/20	Chairman's Announcements None received	
Z101/20	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. Azalea Gardens resident wanted to voice concerns over the proposed additions to the play park due to the current anti-social behaviour issues being experienced in and around the open space adjacent to neighbouring properties. Would there be a full public consultation?	

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	Another Azalea Gardens resident echoed these concerns and about the potential for noise pollution from the basketball hoop and zip wire and wanting to understand what age group the additions are trying to provide for. Cllr J Bennison (HCC) – confirmed that waste recycling centres are currently operating at 40% capacity with sites no longer seeing the long queues and approx. 2% No shows. HCC have published a local outbreak plan for within Hants if the C19 infection rates increase. Library services there are 8 libraries due for closure. Fleet will remain open but may be impacted by reduced opening hours down by approx. 17%. Pop up schemes are being introduced to provide more space for social distancing on high streets including Fleet. Naishes Lane from the junction to the allotment site will be closed to vehicular access for a trial period to enable it to be a cycle, bridleway walking route. Cllr Bennison would seek support for the scheme from CCPC.	
Z102/20	Grant Applications To receive and consider approval of grant applications Lions of Fleet are seeking grant for £500 in support of Project IT to provide electricity and heating to a portacabin purchased to house the IT equipment to be refurbished and distributed to families in need for home-schooling. Grant £500 approved Proposed GSa, Seconded JR	
Z103/20	Azalea Park Play Equipment Project To receive feedback following the newsletter consultation and to agree the next steps of the project Several Azalea Garden residents responded to the request for feedback on the proposed plan for upgrading Azalea play park. Cllrs understood the reasons for removing the basketball hoop and zip wire from the project but believed that the other items within the scope should move forward to include equipment and picnic furniture for disabled access, to include 1 or 2 parking bays for disabled. With a focus on enhancement and improvement to the existing play provision. Cllrs confirmed that the anti-social behaviour was not being ignored and it was agreed to move forward with a scaled down proposal to include a wider public consultation via social media to bring a plan to the September meeting.	
Z104/20	High Trees Art Project To review and approve art installation at High Trees A report with suggested designs for a carving to the remaining tree trunk located within Kukri gardens ranging from nature inspired to Gurkha inspired. Feedback had been invited by residents and a resident spoke about a preference to continue to nature theme that already exists within the development.	

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	As there was already a Gurkha statue and an owl installation and Gurkhas knives would not be appropriate Councillors agreed with residents favoured choice of those designs remaining. It was resolved to approve a budget of £4850 from the Art EMR to appoint Rob Beckinsale to carve the Bee design – No. 2 from the choices. Proposed RM, Seconded DM, all in favour.	
Z105/20	Application for reduced rate of hall hire by Crookham Sunshines Preschool To consider a request from the pre-school for a reduction in the hire rate of Acorn hall A report was provided which summarised the information requested from the preschool and included a request for a 10% reduction in hire charge. Members from the preschool committee confirmed that they are looking to commit to a 10-year licence guaranteeing a regular income for the Community centre facility and that the preschool see the relationship between both parties a symbiotic. Cllrs commented that this request would have been better received earlier in the lease discussions and the concern for the council that whilst the licence is for a 10-year period there is a 2-year “out” clause. If price inflation had been charged as per the previous licence then the cost to the preschool would have been approx. £1,19 per hour more. The committee confirmed their commitment is genuine to continue as the setting is a very favourable one for them with members of the committee having children within setting. With the new licence to commence from 1st September it was resolved to delegate the concluding negotiations to a working party to consist of Cllrs RM, DM and GSa to agree unanimously a rate and an extension to the “out” clause to 5 years to be ratified at the September meeting. Proposed MT, Seconded JR, all in favour.	
Z106/20	Public Space Protection Order To consider requesting implementation of a PSPO from Hart District Council Cllr Saunders reported on his investigations into possible implementation of a PSPO but having had several conversations it may not be the best course of action. HDC – Community Safety Officer (CSO) confirmed both Rushmoor BC and Basingstoke & Deane, as well as Hart, are having very similar problems with a massive increase in anti-social behaviour (ASB), described it as the worst summer for ASB (particularly since lockdown eased) in his 12 years in the job. With a PSPO, the biggest problem is enforcement, and because of this RBC is about to allow its PSPO to lapse. RBC have made sure their Civilian Enforcement officers are accredited, so they can act against ASB as well as the other parts of their roles. This is something HDC had at one time, and may look to reinstate, but no timescale given. CSO suggested a "community contract" which sets out what CCPC feel is acceptable on our land. He would encourage using that in association with a service such as is offered by Code9, who have had a positive impact on Zebon Copse. C9 cannot currently	

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	enforce, but their visible presence and their ability to collect video evidence can help build a case against particular ASB offenders. C9 confirmed they already work with Crookham Village and Hook PCs. Their aim is to help reduce ASB through positive engagement, aiming to educate about the impact on neighbouring residents of ASB. Their aim is to engage rather than simply to harass. Their presence has reduced the prevalence of cannabis and nitrous oxide canister use in Crookham Village. They look to use the same team for any one area, with CVPC they work on a minimum of 3 attendances (30min each) per week, would recommend starting at a higher level, gain traction, get community feedback and then reduce hours to suit. If we were talking about covering three sites (Azalea, Crookham Park, Peter Driver), maybe 10 half hours a week to start, perhaps covering 2 of 3 sites on 5 days to send a message and establish a visible presence, although if quiet could cover all 3 in 1 hour. Cost is £16+vat per 30 mins. He did mention a trial period may be possible. It was acknowledged that there would be a cost to the parish but doing nothing is not an option to protect the public of Church Crookham and the open spaces that the parish council is responsible for. It was resolved to employ Code9 for a 2 month trial period to be paid for from the Open Space maintenance budget (set up a separate budget if future requirement needed) and to prepare a Charter for appropriate behaviour at CCPC owned land. Proposed GSa, Seconded MT, all in favour.	
Z107/20	Website To receive and approve website proposal Proposal for an updated/ new website was delivered with the focus on ownership by staff to enable consistency and ease of updating through the design but more importantly focus on training of all staff to enable better ownership. To also have greater and easier functionality for the “customer” to find the information they may be seeking. In addition, Councillors wish to have greater visibility on planning applications in the parish to enable residents to comment, greater security and trust in the website e.g. Gov.uk and to use successful ideas from award winning council websites in Hampshire. It was resolved to release £1,000 from the Website EMR budget to commence working on a parallel website and seek training for staff. Proposed RM, Seconded GSa, 7 in favour (1 Councillor lost web connection to meeting to enable vote).	
Z108/20	Taylor Wimpey To receive an update on site issues Kompan site meeting – Clerk was invited to attend a meeting between Kompan and TW to discuss the LEAP installation at the end of Allamand Close. It was agreed between both parties that a schematic would be produced to show how the play park would be laid out within the current plan application location (subject to creating plateaus for	

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	individual pieces of play equipment and re-orientating them e.g. 90⁰ if required) on a google map image to be agreed with Hart DC planning to enable the project to proceed. Snag list – A costing meeting was due to be held within TW to agree the chosen contractors for the appropriate works. Evidence of some of the snag work taking place is apparent but clarification has been sought to confirm all works are being covered. Land transfer – Week commencing 20th July the legal dept. of TW contacted CCPC solicitor to progress the land transfer paperwork. All appears to be in order whilst Clerk awaits confirmation from CCPC solicitor that this is the case. The land transfer is to be appended by the outstanding works (“snag”) list. Safety audits have been and are being carried out to facilitate adoption of roads by Hampshire CC within the development and the Clerk continues to request updates.	
Z109/20	Athletics Track To receive and approve an offer from Taylor Wimpey for CCPC to deliver the athletics track through an agreed contract with a specialist contractor Negotiations have taken place since the May meeting. Discussions continue between both parties to come to a mutual arrangement to enable CCPC to deliver the Athletics track funded by Taylor Wimpey. It was resolved CCPC would provide the TW working party with the authority to come to an agreement with the developer that ensures that CCPC is able to cover all potential contingencies and management time. CCPC would give authority to the TW working party to enable them to agree a sale or return basis if an amount cannot be agreed i.e. seek to cover contingencies but if these are not realised to return any excess funds to TW. CCPC to ensure that any agreement is backed up in writing and agreed with solicitor for security. CCPC to request funds from developer in advance of entering a contract with preferred contractor. CCPC to engage the preferred contractor to commence works as soon as possible in this planting season from mid-August 2020, with a payment schedule of stage payments where the completed work is to be evidenced (including evidence of protection against contingency for damaged machinery i.e. before and after photos), and future annual maintenance to be invoiced monthly in arrears. To put aside Financial Regulation 11 Contracts When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council. Reason includes: • Preferred contractor is recognised in the field of delivering sports pitches and facilities. • Contractor was originally engaged by TW as their preferred contractor and completed a full encompassing report on the conditions of the location detailing all the work required to deliver an athletics track	

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	• TW negotiations have been heavily based on the preferred contractor updated 2020 quote and the amount agreed based on potential contingencies as suggested in the preferred contractor report • Delivery of the Athletics track is long overdue and working with the preferred contractor is deemed appropriate based on their experience in delivering this facility in a more-timely manner as opposed to taking legal action against the developer delaying the delivery even further • CCPC consider that working with a known contractor reduces the risk of taking on this project with a lesser known entity when having a responsibility for managing public funds (noting that CCPC has negotiated with the developer to cover the cost of the contract rather than utilising public funds) Proposed RM, Seconded MT, all in favour.	
Z110/20	Fleet Link To consider and agree an exceptional cost claim from Fleet Link It was resolved to confirm that CCPC support the claim as detailed by HCC and that the claim be paid from the existing Vehicle replacement reserve that CCPC have contributed to as part of the annual payment. In confirming this agreement to HCC to also pass on comments made by Cllr Martin in his email dated 21st July and request response to query raised by Cllr Radley reference the potential for a claim to be submitted re consequences of Covid and lost income? Proposed Rm, Seconded AJ, all in favour.	
Z111/20	Fish & Chips To review the permission to operate the mobile fish & chip van on Parish owned land subject to HDC permissions The review period for permission from CCPC to the mobile fish & chip shop on parish owned land is due and confirmation has been received from Mr Bylett that he would like to continue trading subject to a further 12-month licence from Hart DC. CCPC believe that in general feedback is positive and would be happy for a further 12-month period of trading be given permission. It was resolved to give permission for the mobile fish & chip van to continue trading subject to a licence from Hart DC and be subject to a review in 12 months' time. Propose RM, Seconded GSa, all in favour.	
Z112/20	Quarterly Bank Reconciliations To receive confirmation that the previous quarters bank reconciliations have been examined by a council member who is not a signatory on any Council bank mandate It was confirmed that Cllr MT has carried out the quarterly bank reconciliations	
Z113/20	Actual vs Budget To review the updated actual vs budget figures for April to June 2020	

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	Reports were received and reviewed with Cllr GSa confirming that an opportunity to seek some recovery of loss of income is being explored but it is too early to tell how significant the loss of income and impact on reserves may be.	
Z114/20	Standing Orders To review and adopt updated Standing Orders Standing Orders were reviewed and updates to v6. approved Proposed RM, Seconded MB, all in favour.	
Z115/20	Financial Regulations To review and adopt updated Financial Regulations Financial Regulations were reviewed, and minor amendments suggested with v11 approved Proposed RM, Seconded GSa, all in favour.	
Z116/20	Policy Review To receive and approve policies under review: i) Complaints Procedure policy v3 – Minor amendments suggested and agreed to wording ii) Councillor Expenses policy v2 – Amendments made to provide clarity iii) Policy for the Prevention and Detection of Fraud v4 – No amendments proposed Subject to the amendments proposed the policies listed above were approved Proposed RM, Seconded JR, all in favour.	
Z117/20	To approve July 2020 Finance report Report was received. Approved Proposed RM, Seconded GSa, all in favour.	
Z118/20	To receive Clerks Report PCSO visit also provided an update on Speed watch in so much as there is unlikely to be any volunteer activity such as speed watch in 2020. Staff holidays were confirmed by the Clerk Litter Pick dates have been confirmed by Great British Clean as being held between 11th and 27th September 2020. Dates will be circulated for participation and hopefully after lots of complaints residents may be more willing to participate e.g. Close to parks and on open spaces could be targeted. Please respond to request for availability.	

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	Tree work has commenced with concerns raised about tree removals and trees that are not to be removed (complaint of ASB from park). Concerns voiced that CCPC are 'massively risk adverse' in its response to tree survey reports. Reassurance has been given that tree replacement is pledged by CCPC as per its tree policy (to be found on the website) above and beyond removals and whilst CCPC receives complaints regarding tree removals it does also receive a number of complaints of trees planted.	
Z119/20	To receive monthly safety reports Reports were received. Code9 patrol to include Chesilton Woods	
Z120/20	Quotes To receive and approve quotes for works as required (a) JFK to carry out tasks as required by 3C water safety report re the allotment site £504 net {Allotment maintenance budget} (b) Repairs to taps at Comm Centre – loose taps in pre-school toilet £150 net {Comm centre maintenance budget} (c) Axis Security annual maintenance for CCTV, electrical lighting, fire alarm at allotment and Comm centre prices held for 3 years if enter 36-month contract (although slight increase to call out charges) £380 net {As per budgeted maintenance codes} (d) Code 9 patrols to reduce anti-social behaviour at sites approx. £16 per half hour patrol {Open space maintenance initially and set up budget if future requirement agreed} Approved Proposed RM, Seconded GSa, all in favour.	
Z121/20	External Bodies Committee attendance To report on external bodies committee meetings attended and recommend any action required by the Parish Council Cllr Jones attended "Contract Community Transport Services - Recovery of Services" meeting on 30th June – Cllr Jones raised concern that face masks would not be mandatory for the drivers of the service.	
Z122/20	To confirm next meeting dates Hart DC planning meeting: Wednesday 12th August 2020 CCPC Planning Meeting: 7.45pm 10th August 2020 CCPC Full Council Meeting: No August meeting planned unless requirement to hold meeting arises	

The meeting closed at 22.11

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Signed _____

Date _____