

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 25th January 2021 8.00pm

Place: remote meeting via Zoom

Present:

Councillors: Gareth Saunders (GSa) Chair; Cristina Harris (CH); Alan Jones (AJ); Mike Thorne (MT); Helen Butler (HB), Michael Burford (MB), Bruce Bulgin (BB), John Ford (JF).

Also: Claire Inglis (Clerk)

Sally du Gay (Deputy clerk)

Cllr John Bennison (HCC); Cllr Chris Axaam (HDC)

There was 1 member(s) of the public present

2001/21	Apologies for absence Apologies from Cllrs DM and RM	
2002/21	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 23rd November 2020 To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 23rd November 2020, 14th December 2020 & 11th January 2021 Finance & Policy - 11th January 2021. Minutes as listed above were approved. Proposed GSa, Seconded MB, all in favour.	
2003/21	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members No dispensations had been received	
2004/21	Declaration of interest - relating to any item on the agenda None received	
2005/21	Chairman's Announcements CCPC are proud to present "Celebrating the 100th anniversary of the unveiling of the Crookham War memorial" a short film available on the website and via social media. Feedback from the community is welcomed.	
2006/21	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	

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	Cllr JB reported: - Sadly, a temporary mortuary has been set-up in Basingstoke serving the 4 large hospitals in Hampshire. - Watery Lane developer has submitted a further application re the new roundabout on the A287 to permit commencement before the 1st occupation with completion by the 50th occupation as a compromise. It is thought there will a bond of agreement entered into to ensure compliance. - Beacon Hill Rd may see some disruption as the junction into the new trading estate is created. - A consultation is due on the widening of the footpath to facilitate the cycle way from the Vertu site to Liepzig Rd. - Bus passes for the older person may now be used before 9.30am once again.	
Z007/21	Lock down closure of facilities To reconfirm facility closures and agree any change in stance to method of closure subject to government guidance. Play parks and open spaces are currently open to the public with safety signage requesting those using the facility to follow the guidance – social distancing, masks, sanitise etc. Tennis, MUGAs and Skate Park are closed facilities although not physically locked off to public or lockable (skate park) – clear signage is in place to this effect. Reducing risk of youngsters climbing fence by not locking the facility. This is same as per the first lockdown in March 2020. Community Centre is closed to all hirers excluding the pre-school setting. Parish Council agree to maintain the same stance on all facilities subject to any change by government guidelines e.g. to close play parks. Play parks and open spaces are seen as essential to mental and physical well-being of residents. Proposed GSa, Seconded MT, all in favour.	
Z008/21	Grant Application To receive and consider approval of grant application To confirm decision made via email consensus in December. (a) Parkrun - £500 grant awarded It was resolved to confirm the grant award for Parkrun £500 Proposed Gsa, Seconded MT, all in favour. January request to be considered (b) Calls & Visits for the Homebound £385 grant request – aiming to provide a calls and visits service to those that are homebound due to pain, frailty, anxiety or being a carer. Grant request is to provide start up publicity costs. Following discussions, it was agreed to increase the grant to £500 to cover additional printing costs.	

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	(c) Hart Voluntary Action – In conversation with CEO of HVA they would welcome funds to support access to vaccination centres for Church Crookham residents that have no means of getting to them. There is a local vaccination centre now operating at the Memorial hall that may require support for volunteer expenses, better signage to access the site and poss. a ramp to gain easier access to the building currently difficult for wheelchair users. It was agreed to put aside the normal application process to support this urgent need through a £500 grant. It was resolved to grant £500 to Calls & Visits and £500 to Hart Voluntary Action Proposed GSa, Seconded MT, all in favour.	
Z009/21	Crookham Park site update To receive an update on progress of site issues and agree any actions Allamand LEAP – Taylor Wimpey had sent revised plan to Hart DC to confirm any requirement for additional planning permission. Hart DC consider that the <i>proposed changes to the LEAP are perfectly acceptable and raise no planning issues, however, they require TW to formally apply again to vary the wording of condition 16 of planning permission 11/00001/MAJOR to substitute the new drawing/details for those approved under application 15/01999/CON. This can be done through a Variation of Condition application. Hart DC will not need to carry out any formal notification process and the application will be dealt with as quickly as possible to ensure you receive the appropriate letter in a timely manner so as not to cause any further delay.</i> Trim Trails – In order to progress the above TW have asked CCPC to consider possible locations for the outstanding trim trails which they will then seek to cover under the same notification to planning. CCPC agreed that the open space adjacent to the allotment car park would be a suitable location and this suggestion will be put forward to TW. Devines – TW are still waiting for the section agreements to be put in place. Once these are done then they will return to site to complete the necessary works. This is thought to be done within the next month. Clerk will contact TW to raise possible clash of works at the junction of Gurkha Rd to liaise between Kestrel and Devines.	
Z010/21	Food Outlet Trading Policy To agree a policy for accepting requests from additional food outlets and terms of trading for existing traders There are currently 3 food outlet traders with licence to trade from the Community Centre overflow car park. Requests received from 2 wood fired pizza have been refused at this time based on email consensus in December to wait until impact of 3rd trader Mexicalli is understood due to start in February. It was resolved to review any further trading requests on a first come, first served basis from June 2021 with the following trading rules as follows and subject to amendment by CCPC as appropriate:	

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	- Trading subject to a trading licence granted by Hart DC and following their consultation period - Charge £2.50 per hour - Trading must only take place from the overflow car park - Use of the bins for rubbish is not permitted all rubbish must be taken away by trader - During Covid-19 pandemic toilet facility is not available to traders (subject to Covid status) - No additional noise (e.g. Music played) - Maintain Covid security whilst serving - Trading licence must be current and copy issued to CCPC upon renewal - CCPC reserve the right to remove concession to trade on CCPC owned land Proposed GSa, Seconded AJ, all in favour.																																																													
Z011/21	Interim Audit Report To receive the interim audit report and approve any actions arising. The interim audit report was received Advisory note relates to a forward agenda item due to be actioned in February Full Council. The Annual Governance & Accountability Return was presented to Full Council and the date corrected and counter-signed as required by the non-compliance issue raised. It was resolved to approve the interim audit report and confirm that the non-compliance issue has been corrected. Proposed GSa, Seconded MT, all in favour.																																																													
Z012/21	Actual v Budget 2020/21 To receive the actual vs budget figures at the end of the 3rd quarter and to decide whether to accept the recommendations of the Finance & Policy Committee at its meeting held 11th January 2021 for movements to/from the ear marked reserves. <table><tr><th>REVENUE - Summary Totals 2020 – 2021</th><th>Annual Budget</th><th>Actual year to date</th><th>Forecast</th><th>Likely out-turn</th><th>Variance</th></tr><tr><td>Total income</td><td>363,355</td><td>525,095</td><td>19,030</td><td>544,125</td><td>180,770</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Expenditure</td><td>(270,353)</td><td>(160,296)</td><td>(87,020)</td><td>(247,316)</td><td>23,036</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Projects</td><td>(18,500)</td><td>(15,477)</td><td>(7,000)</td><td>(22,477)</td><td>(3,977)</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>EMRs</td><td>(74,503)</td><td>(280,749)</td><td></td><td>(280,749)</td><td>(206,246)</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Income/Exp</td><td>(1)</td><td>68,573</td><td>(74,990)</td><td>(6,417)</td><td>(6,417)</td></tr></table> <u>Income:</u> Positive variance due to: • £225,000 receipt from TW for the athletics track remedial works – moved to an EMR for expenditure in 21/22	REVENUE - Summary Totals 2020 – 2021	Annual Budget	Actual year to date	Forecast	Likely out-turn	Variance	Total income	363,355	525,095	19,030	544,125	180,770							Expenditure	(270,353)	(160,296)	(87,020)	(247,316)	23,036							Projects	(18,500)	(15,477)	(7,000)	(22,477)	(3,977)							EMRs	(74,503)	(280,749)		(280,749)	(206,246)							Income/Exp	(1)	68,573	(74,990)	(6,417)	(6,417)	
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	£10,000 receipt of business support grant from Hart DC due to Covid pandemic Offset by £48,000 Loss of income from facilities due to Covid pandemic £8,127 timing SLP easement for Peter Driver Sports Ground not received still due when project commences. <u>Expenditure:</u> Positive variance due to: £10,656 Underspend on Admin costs largely due to effect of Covid - Promotion & Publicity £2444, Parish Events £5650 & Christmas Decorations £1500 £4,373 Underspend on Community Centre running costs – Equipment £1685, Licenses £1520, Security lockup £1458. - Underspend on Grounds Maintenance £1735 – Open Space Maintenance £3666, Grounds Maintenance contract £1550. NB overspend on tree works £3225 offset by transfer from EMR. - Underspend on Peter Driver Premises £4133 – rates refund due to pandemic £788, reduction in cleaning £1489, gym maintenance £565 and general maintenance £721. - Underspend on tennis court expenditure – includes refund of annual membership from LTA. <u>Projects:</u> overspend £3977 variance due to: - Improved Signage in the Community – forecast overspend variance of £1104 (installation of fingerpost signs) – will be offset by a transfer from the EMR when expenditure occurs. - Underspend - Bulb Planting £500 & Lynwood Footpath Resurfacing £2500 – projects not completed, moved to 21/22 - Underspend on Website project £2424 as project moved in-house. - Athletics Track Improvements £8243 – offset by income of £225,000. <u>EMRS:</u> variance due to: - Movements to from EMRS to cover expenditure on projects (£7104 Signage, £3225 Tree works & £1150 Events – War Memorial Centenary film) - Movement to EMR – net balance of Athletics Track Improvements fund The forecast deficit of expenditure over income for the year end will be reviewed in February and March in terms of potential EMR movements. The general reserve will be maintained at £109.6k (lower than prior year by £13k due to lower tax base for CCPC and therefore precept) which will offset the deficit. Other EMR releases are possible depending on final quarter performance with ongoing Covid lockdown continuing to impact income.	
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	S106 - Summary Totals 2020 – 2021	Annual Budget	Actual year to date	Forecast	Likely out-turn	Variance
	Total income	10,000	440,724	650	441,374	431,374
	Expenditure	(77,983)	(67,261)	(22,687)	(89,948)	(11,965)
	Projects	(8,000)	(4,850)	0	(4,850)	3,150
	Income/Exp	(75,983)	(368,613)	(22,037)	(346,576)	(422,559)
<u>Income:</u> Variance due to. • receipt of £436,971 S106 funds • partly offset by decrease in interest received. <u>Expenditure:</u> variance due to: • increased expenditure due to tree works and replacement bridge at allotment. <u>Projects:</u> variance due to: • planting will not be taking place during 20/21 • expenditure from Public Art EMR on wood carving at Hightrees. S106 expenditure is covered by quarterly transfers from appropriate Ear Marked Reserves.						
Z013/21	Budget 2021/2022 To receive the budget as recommended by the Finance & Policy Committee at its meeting held 11th January 2021 and decide whether to approve or make any final amendments prior to its approval. The budget document was reviewed. It was agreed that it is sensible to be prudent in relation to budgeting income from facilities due to the ongoing pandemic situation. Recovery of “normal” business may not be until the latter part of the 2021/22 financial year. It was resolved to approve the budget 2021/22 Total income £313,476 (including precept £219,233), Total expenditure excluding projects £283,476, Projects £11,000, Ear marked reserves expenditure of £19,000. Proposed GSa, Seconded BB, all in favour.					
Z014/21	Precept 2021/22 To receive a proposal from the Finance & Policy Committee at its meeting held 11th January 2021 to keep at the same band D level (£53.80) as per prior year and to submit a request to Hart District Council for £219,233.85 2020/21 precept is £224,478 and the current tax base is 4172.45 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010.					

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	Hart DC has proposed a tax base of 4074.96 for 21/22 which is decrease of 97.49 from 20/21, if the band D remained the same at 53.80 the precept would be £219,233.85. It was noted that Councillors had met with Hart DC to discuss and understand the decrease. Once the exceptional adjustments have been discounted in the last two years it was agreed that the growth in tax base between 2019 and 2021 seems reasonable. Also that it was difficult to justify an increase in precept due to healthy level of reserves held. It was resolved to approve a Precept with a tax base of 4074.96 for 21/22 total £219,233.85. Proposed GSa, Seconded BB, all in favour.	
Z015/21	Bank Mandates To approve amendments to bank mandates. It was resolved to approve the following amendments to the bank mandates following personnel change on the council: Removal of Gill T from ALL mandates Addition of Bruce B to all mandates Addition of John F to all mandates EXCEPT CCLA Signatories for: • Unity Trust Bank, HSBC Bank plc, Lloyds Bank plc & Nationwide Building Society – Richard Martin, Gareth Saunders, Cristina Harris, Debbie Moss, Bruce Bulgin, John Ford • CCLA - Richard Martin, Gareth Saunders, Debbie Moss, Bruce Bulgin, Proposed GSa, Seconded MT, all in favour.	
Z016/21	S106 deposits To receive a proposal as recommended by the Finance & Policy Committee at its meeting held 11th January 2021. F&P decision based on the information below: S106 funds received in Dec 2020 £436,971. Athletics track improvements funds received £225,000. Z132/20 Decision made in September Full Council to deposit £225K athletics track funds in 95-day saver with Lloyds Bank & £436,971 to be deposited with Santander. Z193/20 Decision made at November Full Council to deposit £436,971 in 95-day saver with Lloyds Bank, as Santander no longer taking new clients. Deposit was actioned in December, then 95-days' notice was given by Lloyds Bank as the parish councils turnover was not sufficient to make it eligible for this type of account. F&P resolutions to be agreed by Full Council. It was resolved to leave the balance of the £225,000 Athletics track money in the Unity Bank deposit account. Proposed GSa, seconded DM all in favour.	

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	It was resolved to invest the £436,971 S106 funds in a 3-year fixed term deposit with Lloyds Bank on maturity of the 95-day saver in March 2021. Proposed GSa, seconded RM all in favour. It was resolved to approve the S106 deposit and Athletics track monies as per the F&P recommendation made on 11th January 2021. Proposed GSa, Seconded MT, all in favour.	
Z017/21	Key Annual Meeting Dates To agree dates for key 2021 meetings and consider ideas for Annual Parish Meeting topic Meeting dates for February and March have been agreed. Annual Parish Meeting – having sounded out local Clerks it seems that most will be attempting to host an online APM this year. CCPC could use this opportunity to summarise the past 2 years with a focus on looking ahead to projects aiming to be delivered. Cllr CH requested that community groups be invited to report on activities in the past 2 years and the meeting would follow a Powerpoint presentation format. It was agreed to follow the meeting format of 2nd and 4th Monday of month and to advertise the virtual APM via the newsletter.	
Z018/21	IT Support To approve a change to the IT support contract During 2020 the Server based service provided by Disconsulting for backup of all CCPC data has come under strain in terms of amount of data storage, resilience of the ageing technology and a general move to cloud based working environment reducing the need for a server-based service. A quote has been received to move fully to a cloud-based solution and work has been going on to ensure that the cloud-based service will provide the same if not greater level of security. This has been discussed at length with Disconsulting to understand that CCPC needs will be met and both Clerk and Facilities Officer are happy to proceed. A report summarised the monthly price increase from £231 to £272. In addition, there will be a one-off fee of £1200 to move the data and the setup work required of Intune and Azure to ensure robust encryption policies are put in place, assignment of licences etc. It was resolved to approve the new IT support contract. Proposed MT, Seconded JF, all in favour.	
Z019/21	Staff holiday To approve carry over of unused staff holiday Some members of staff have unused holiday and have asked about potential carry-over to next year. The current contracts of employment do not cover this issue.	

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	In sounding out other local Clerks the majority already (pre-Covid) allowed for up to 1 week carry over, some in addition to allowing this carry over suggesting it be taken over next 2 holiday years. Any carry-over will be in line with government guidance provided under the Covid-19 pandemic. Leave that is carried over is subject to the usual rules around payment in lieu i.e. an employer must facilitate the worker taking their annual leave and not replace it with a financial payment. If, however an individual leaves their job or is dismissed and has carried over paid holiday because of coronavirus, any untaken paid holiday can and must be added to their final pay. Members of staff looking to carry over max of 1 week all happy to take over next 2 years if workload prevents taking in addition to new year entitlement of 2021/22. Clerk happy with this approach but would seek a review of this aspect to the contracts at the Staff committee in October 2021. It was resolved to allow 1 week (part time equiv) annual leave carry over from current year 2020/21 (taken over 2 years if required) and to amend the contracts of employment for office based staff to permit up to 1 week of annual leave to be carried over subject to agreement by the Clerk from contract year 2021/22. Proposed MT, Seconded CH, all in favour.	
2020/21	Quotes To receive and approve quotes for works as required For approval following delegated authority from Clerk to proceed: a. £225 Repair to height barrier at Peter Driver – Primalscape b. £395 Electrical lighting repairs PD and CC and facilitate switch for CCTV at Peter Driver For consideration (i) 5 yearly electrical safety inspection now due at Community Centre for all electric panels and outlets – both contractors have carried out work for CCPC and consider appointing based on availability. SN Electrical £2,450 Nash Electrical £2,700 Quotes a, b and i (subject to 1st contractor availability) above were approved. Proposed GSa, Seconded MT, all in favour. (ii) Various Crookham Park works quotes received from Frontier Surrey (Sang grounds maintenance but who also carry out works within CP on behalf of management company and TW e.g. Ditch maintenance) Works will be from S106 Open space maintenance (currently £5.4k forecast vs £15k budget) A) Clearance of CCPC owned ditch to rear of allotment site £350 per day up to 3 days with machinery B) Replace wires to fence Area F (rear of development off diverted Gurkha path) with half-moon wooden rail (wire replaced but keeps getting damaged/ cut?) Safety hazard £1,250 (subject to 2nd quote awaited from treasure fencing)	

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	C) Gabion baskets off Gurkha path adjacent to Allamand Close - 2 may need replacement but day rate to repair £550 per day @ 3 days. Seek approval for £2k to consider replacement vs repair. Proving to be a safety hazard with sharp edges. Quotes ii above were approved Proposed Gsa, Seconded MT, all in favour.	
Z021/21	To approve December 2020 & January 2021 Finance report Reports were received and approved. Proposed GSA, Seconded MT, all in favour.	
Z022/21	To receive Clerks Report Website progress is being made with old data due to be transferred to provide the minimum statutory information required and therefore enable the new website to be launched. Some pages will continue to be under development and released when ready but news and local community updates will be made more functional to residents. The Planning portal is already embedded in the new look website. Farnborough 6th Form media students are unable to provide a service to create media input for the website in this academic year due to the Covid situation, but we hope to be able to work with the next cohort of students. Sensory Garden also progresses with a project scope summarised to invite hard landscaping contractors to assist in the design as per the agreed project wish list. Aiming to include project updates within the newsletter due to be issued in March. Councillors voiced thanks to all staff members for their hard work during the past year in difficult circumstances.	
Z023/21	To receive monthly and annual ROSPA safety reports Monthly Community Centre inspection due to be carried out week commencing 25th January. Annual Rospa reports are provided for review following the annual inspections carried out in October 2020. All sites have minor risk issues brought to attention of PC. Rated either VERY LOW RISK or LOW RISK. Any maintenance issues will be scheduled and dealt with by the appropriate contractor as required. Re Azalea park the matters arising from the report have been included in the scope of the Azalea refurbishment project.	
Z024/21	External Bodies Committee attendance To report on external bodies committee meetings attended and recommend any action required by the Parish Council No attendance at meetings since November	
Z025/21	To confirm next meeting dates	

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	Hart DC planning meeting: Wednesday 10 th February 2021 CCPC Planning Meeting: 7.30pm 8 th February 2021 CCPC Planning Meeting: 7.30pm 22 nd February 2021 CCPC Full Council Meeting: 8pm 22 nd February 2021	
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The meeting closed at 9.22pm

Signed:

Date: