

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

Minutes of the Annual Meeting of the Church Crookham Parish Council

Date and Time: Monday 23rd May 2022 at 7.30pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GSa), Bruce Bulgin (BB), John Ford (JF), Michael Thorne (MT), Michael Burford (MB), Debbie Moss (DM), Alan Jones (AJ).

Also: Claire Inglis (Clerk); Sally du Gay (Deputy Clerk)

HCC Cllr Stephen Parker

HDC Chris Axam joined the meeting at 8.11pm

There was 1 member(s) of the public present

Meeting commenced at 7.30pm

22/086	Appointment of Chairman To appoint Chair of the Full Council of Church Crookham Parish Council and receive Chairman's acceptance of office and code of conduct It was resolved to appoint Gareth Saunders as Chair of the parish council Proposed MT, Seconded DM, all in favour. Cllr Saunders signed the acceptance of office.
22/087	Appointment of Vice-Chairman To appoint Vice-Chair of the Full Council of Church Crookham Parish Council and receive Vice-Chair's acceptance of office and code of conduct It was resolved to appoint Bruce Bulgin as Vice-Chair of the parish council Proposed MT, Seconded DM, all in favour. Cllr Bulgin signed the acceptance of office.
22/088	Acceptance of Office To receive members' acceptance of office and code of conduct All members duly signed the acceptance of office and accepted the Code of Conduct
22/089	Apologies for absence HDC Cllr G Butler sent her apologies in relation to planning matters

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22/090	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 25th April 2022 To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 25th April 2022 It was resolved to approve the minutes of Full Council dated 25th April as a true record with 1 minor amendment which was initialed by Cllr Saunders Proposed GSa, Seconded MT, all in favour. It was resolved to approve the minutes of the Planning Committee meeting dated 25th April as a true record Proposed BB, Seconded GSa, all in favour.
22/091	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
22/092	Declaration of interest relating to any item on the agenda. None received
22/093	Chairman's Announcements Cllr Saunders was in receipt of the Annual British Legion poppy event but is unable to attend. It was agreed that Cllr Bulgin will attend.
22/094	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. HCC Cllr Parker report was circulated.
22/095	Co-Option of Councillors To receive any applications to fill councillor vacancies and approve co-option to the council Following receipt of one application for co-option, it was resolved to appoint Annette Whibley as councillor in Crookham East ward for Church Crookham Parish Council. Proposed GSa, Seconded MT, all in favour. Cllr Whibley duly signed her acceptance of office and joined the meeting.

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22/096	Mission Statement To review and approve the mission statement of Church Crookham Parish Council It was resolved to approve an updated mission statement for Church Crookham Parish Council as follows: <i>"The Parish Council is committed to actively communicating with residents and promoting community values, a healthy environment and pride in Church Crookham.</i> <i>Guiding principles</i> <i>The Council's guiding principles are:</i> • <i>To engage, whenever possible, in an open dialogue with residents, to understand their current and future needs, and to explain how the Council will address these needs within the scope of its powers.</i> • <i>To represent the interests of the people who live or work in Church Crookham.</i> • <i>To provide high standard, cost-effective services through the use of finite resources in a responsible manner.</i> • <i>To improve the quality of life for the residents through local projects or amenities, or by working together with other parishes, agencies or service providers to provide those projects."</i> Proposed GSa, Seconded BB, all in favour.
22/097	General Power of Competence To consider and approve implementation of the General Power of Competence To be able to adopt General Power of Competence, the council must satisfy 2 criteria: • 2/3 of the councillors to have been elected (rather than co-opted or appointed) • The Clerk must be qualified, at least to the level of the Certificate in Local Council Administration (CiLCA), including the GPC module. CCPC satisfies these criteria. Once obtained, the power must be renewed at each Annual Meeting. It was resolved to approve implementation of the General Power of Competence Proposed GSa, Seconded MT, all in favour.
22/098	Committee Structures, External Bodies & Meeting dates To agree and approve committee structure, members, and meeting dates for 2022/23 Committee Structures were circulated and approved including working party membership: It was resolved to appoint Cllr BB as Chair of Planning Committee Cllr JF as Vice Chair of Planning Committee Cllr GSa as Chair of Finance & Policy Committee Cllr BB as Vice Chair of Finance & Policy Committee Cllr DM as Chair of Staffing Committee Cllr MT as Vice Chair of Staffing Committee It was resolved accept all memberships to committees as circulated with Cllr AW joining Planning, Finance & Policy Proposed GSa, seconded BB, all in favour. In August the Planning committee meeting will be held on the 3rd Monday of the month on 15th August.

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22/099	Terms of Reference and delegation arrangements To review and agree terms of reference and delegation arrangements for all committees Terms of Reference for each committee were reviewed. It was resolved to accept the Terms of Reference of the Staffing v.4, Finance & Policy v.7, and Planning v5. Committees Proposed GSa, Seconded BB, all in favour.
22/100	Local Authority arrangements To adopt arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by local authorities Last reviewed May 2021 As in prior years the following local authority arrangements have been adopted as per budget for 2022/23: CCTV Charges - Crookham Crossroads £1,200 (Service cancelled at Crookham Park as CCPC taking in-house) Fleet Link £3,909.61 exclusive of bus replacement fund agreed not to pay during 2022/23 [Prior year £3,706 (No bus replacement fund), 20/21 fin yr. £4,515 which included bus replacement] Basingstoke Canal Authority £6,750.
	Planning matters To consider and approve all planning matters / responses It was resolved for the Clerk to escalate the TPO requests and non-British standard compliant work on CCPC owned trees with the Crookham Park management company and to notify resident wishing to carry out work on CCPC owned trees that permission must be sought, with their nominated tree surgeon to provide proof of insurance and qualifications as well as covering cost of any disposal from site. Proposed GSa, Seconded BB, all in favour. To ratify decision made via Forms regarding planning application 22/00776/HOU 37 Cranford Avenue To submit a NO OBJECTION comment to the application was agreed via Forms Proposed BB, Seconded GSa, all in favour. 22/00553/FUL 144 Aldershot Road, Church Crookham Erection of a two storey side and rear extension following partial demolition of existing dwelling, subdivision to form 2 three bedroom dwellings, alterations to front door, blocking up of existing access and creation of new access to the public highway with dropped kerb and associated car and cycle parking It was resolved to submit No Objection with the following comments: Should Hart DC be minded to grant this application CCPC would like a planning condition imposed for new planting to be installed, in particular, close to the boundary on the southern edge of the site adjacent to Azalea playpark. CCPC still has concerns over the proposals in the vicinity of trees T5/T6 in Lynwood, namely the reduction to the existing canopy and the installation of a paved area for cars to turn in an area noted as a "no dig zone" (the root protection area). Proposed GSa, Seconded BB, all in favour. 22/01006/HOU 18 Ryelaw Road Church Crookham Fleet Hampshire GU52 6HZ

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	Erection of a single storey rear extension and new front porch, change door to a window ground floor side. It was resolved to submit No Objection Proposed MB, Seconded GSa, all in favour. 22/00734/FUL 54 Ryelaw Road Church Crookham Fleet Hampshire GU52 6HY Erection of a detached 4 bedroom dwelling. It was resolved to submit Objection with the additional comments: CCPC objects to this proposal due to the overdevelopment of the plot, unrealistic and therefore insufficient parking provision and the fact that the application is for a 4-bed roomed house when the plans clearly show 5 bedrooms. Proposed JF, Seconded BB, all in favour. 22/00980/HOU 94 Gally Hill Road Church Crookham Fleet Hampshire GU52 6RU Erection of a single storey side extension following demolition of existing detached garage, alterations to the roof including change of pitch, the extension of a dormer window to front, the erection of a dormer window and insertion of two roof lights to rear and insertion of a window to one side and a Juliet balcony to other side to facilitate the extension of the first floor within the roof space, creation of a patio and raised terrace, demolition of existing conservatory, alterations to doors and windows to ground floor rear, insertion of a window to ground floor side, replacement of French doors to ground floor front with a window and insertion of a window to ground floor other side It was resolved to submit Objection with the additional comments: CCPC acknowledges that the applicant has taken on board some of the reasons for previous CCPC objections and HDC and PI refusal. However, there is still no acknowledgment of the potential impact on existing drainage from 4 Malthouse Close that will, if planning is granted, be built over; the erection of a dormer window and insertion of two roof lights to the rear impacts directly on the neighbouring property - the existing property has three small windows in the roof, these proposals would greatly increase the window area directly overlooking 4Malthouse Close; the change of pitch to the roof (disappointing to note that no exact dimensions included) appears to increase the overall height, and the ridge height extends to 50% of the proposed width of the building against nearer 10% currently, so the overbearing scale, massing and bulk issue remains. If permission is granted, CCPC would like to see some commitment from the applicant to ensure the protection - and retention- of the existing hedging during and after any building work, due to its importance to the street scene in this location. The raised terrace is also likely to negatively impact the neighbouring property. Proposed GSa, Seconded MB, all in favour.
22/102	Grant applications To receive and consider approval of grant applications It was resolved to approve a grant application to the Lions of Fleet in support of transport for guests of the platinum event being held Saturday 4th June for £110 Proposed GSa, Seconded BB, all in favour.

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22/103	Fee Charging To receive the updated Fee charging schedule as approved in October 2021 Current list of fees charged was circulated. Football rates to remain the same until Peter Driver works SLP and pavilion project. All other fee rates implemented (Pre-school from September 2022/ Allotment from April 2023) It was resolved to approve the Fee Charging Schedule v.2 Proposed GSa, Seconded BB, all in favour.
22/104	Standing Orders To review and adopt Standing Orders It was resolved to adopt Standing Orders v.7 Proposed GSa, Seconded JF, all in favour.
22/105	Financial Regulations To review and adopt Financial Regulations It was resolved to adopt Financial Regulations v.12 Proposed GSa, Seconded DM, all in favour.
22/106	Internal Audit Report 2021/22 To receive the internal audit report 2021/22 and approve recommendations Please refer to internal audit reports. Thanks go to our Deputy Clerk and Clerk for challenging the initial report which cited lack of transparency around the athletics track contract. This was however resolved through perseverance and highlighting several times the very detailed minute references that related to this issue. The asset register issue was also discussed at length, but a compromise reached in terms of treating the land (athletics track area) in same way as other land parcels i.e., transferred at value £1. To then add an asset for the drainage works as this improves the asset. It was resolved to approve the internal audit report and implement the recommendations Proposed GSa, Seconded DM, all in favour.
22/107	Asset Register To approve the update to the asset register to reflect the internal audit report recommendations To approve amendment to the asset register as per the asset register and include Drainage system to land at athletics track £3,936,381.91 and to approve adjusted disposals figure for 2021/22 as £37,140.80. Proposed GSa, Seconded DM, all in favour.

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22/108	Bank Mandates To approve changes to the bank mandate following the election process It was resolved to approve the following changes to the bank mandate to reflect the outcome of the election process: Remove Richard Martin from bank mandate Remove Cristina Harris from bank mandate To add Cllr Whibley to bank mandate confirming Bank signatories: Lloyds, HSBC, Nationwide & CCLA - Bruce Bulgin, John Ford, Debbie Moss, Gareth Saunders, Unity = Bruce Bulgin, John Ford, Debbie Moss, Gareth Saunders, Annette Whibley Proposed GSa, Seconded MT, all in favour.
22/109	Annual Governance Statement 2021/22 To review and approve the Annual Governance statement 2021/22 - Section 1 of the Annual Governance and Accountability Return (AGAR) It was resolved to approve the Annual Governance Statement 21/22, Section 1 of the Annual Governance and Accountability Return Proposed GSa, Seconded BB, all in favour.
22/110	Statement of Accounts 2021/22 To review and approve the statement of accounts 2021/22 - Section 2 of the Annual Governance and Accountability Return (AGAR) It was resolved to approve Statement of Accounts 21/22, Section 2 of the Annual Governance and Accountability Return Proposed GSa, Seconded DM, all in favour.
22/111	Community Centre Terms & Conditions of hire To review and approve updates to T&C's of hire of Community facility Updated Terms and Conditions of hire were provided to include hire period to end at 10.30pm with centre vacated by 11pm Proposed GSa, Seconded AJ, all in favour.
22/112	Peter Driver Project To receive an update on the Peter Driver project and approve any recommendations for next steps Councillors were provided with an update following discussions with 3 local architects. Due to the increasing complexity, it was agreed to increase the size of the working party to include GSa, JF, BB, AW and AJ.
22/113	Risk register It was resolved to approve the Risk Register subject to update following implementation of the General Power of Competence Proposed GSa, Seconded MT, all in favour.

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22/114	Pension Auto- enrolment To reconfirm 3 yearly pension auto-enrolment for qualifying staff into the LGPS pension scheme Every 3 years the council is required to reconfirm that it approves the reenrollment of its staff in to the LGPS pension scheme. This is required this year and letters to staff members to be signed. It was resolved to approve re-enrolment of eligible staff in to the LGPS Proposed GSa, Seconded DM, all in favour.
22/115	Annual Parish Meeting format To agree format for Annual Parish Meeting The APM to be held on Wednesday 25th May format was discussed and agreed with purchase of refreshments and gifts to be purchased under delegated authority of Clerk and reported in June.
22/116	Quotes To receive and approve quotes for works required It was resolved to approve quotes for works required To undertake Tree resolution survey to provide detail survey on health of trees *2 £550 To undertake removal of goal sockets in ground at Peter Driver due to roll-on goals being used £400 Proposed GSa, Seconded MT, all in favour.
22/117	To approve payment of accounts for May 2022 It was resolved to approve payment of accounts for May Proposed DM, Seconded JF, all in favour.
22/118	Clerks Report To receive Clerks report and approve any actions arising Clerk confirms CCPC has Insurance in place. Notified today that "As you are aware your Commercial Combined Insurance Policy with The Military Mutual Limited falls due for renewal on the 1st July 2022. Following a capacity issue with their reinsurers (this gives them an exit from their long-term agreement) TMM have unfortunately withdrawn their local council product and are not able to offer renewal. We have undertaken a further full market tender exercise (speaking to in excess of 21 insurers) before reappointing Aviva as principal scheme insurer moving forward." RFO is collating the info to facilitate a quote which will be brought to June meeting for approval. Facilities Officer was notified on Friday that Landform are suffering staff shortages and there will be no site presence this week. They anticipate new staff member to commence on Monday 30th and FO will provide a list of how the work should be prioritised to bring the land owned back in line with expectations. A note has been put out on FB to notify residents to hopefully get in front of any complaints about long grass etc. Clerk used delegated authority to authorise HIGH priority tree works due to required before 1st June at latest. Significant trees mainly Ash dieback, Scots Pines with significant trunk splits and Oak with rot at lower base. All locations were adjacent to footpaths and/or property. Price confirmation subject to removal of wood from locations in particular Lynwood due to narrow footpath through location.

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	All other tree works now being accumulated to put out to tender. Clerk is suggesting seeking Arboricultural services to appoint a tree surgeon to carry out tree works for CCPC through at least 2 or preferably 3 tree survey cycles (each cycle 3 years). Parish Council event to be hosted in early September to promote outdoor sporting facilities and to celebrate community with hopefully official opening of Athletics track. Christmas party as per 2019 being proposed to sit alongside a Christmas market which proved popular in 2021. Details and costings to be finalised and approved at future meeting. Pipeline meeting held this week suggests that income from Peter Driver football grass pitches is likely to be compromised this coming season. The CEO of the whole project attended, and Clerk raised this issue with him and was reassured those discussions would be facilitated once confirmation that full sized pitches were not possible.
22/119	To receive monthly safety reports Reports were received
22/120	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Flood Forum - With no current issues to raise it was agreed no attendance required at next Flood Forum. attend Cllrs GSa, MB and BB to attend HDC Development Management Engagement Sessions in June and August
22/121	To agree dates of next meetings Next HDC planning meeting 15th June 2022 Annual Parish Meeting Wednesday 25th May Planning Committee June 13th 7.30pm it was agreed that MB would Chair this meeting in the absence of BB and JF. Planning Committee June 27th 7.30pm Full Council June 27th not before 7.45pm following on from conclusion of Planning Committee

The meeting closed at 9.06pm

Signed:

Date: