



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE VIRTUAL ANNUAL COUNCIL MEETING**

held on  
Wednesday 13<sup>th</sup> May 2020

#### **PRESENT**

**Councillors:** R. Schofield (Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Harrison, L. Holt, A. Hope, K. Jasper, A. Oliver, R. Robinson, S. Tilley, G. Woods, P. Wildsmith, J. Wright.

#### **Also Present**

Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Wendy Allen - Finance and Administration Officer  
Charlotte Benham - Project and Committee Officer  
Councillor John Bennison - HCC  
Councillor Adrian Collett - HCC  
A representative from the Fleet, Crookham & District Branch of The Royal British Legion

Councillor Schofield welcomed members to the first meeting of the local government year 2020-2021. He gave thanks on behalf of the Council to everyone who has helped the local community get through this unprecedented period during the coronavirus. Special thanks were given to everyone on the frontline NHS staff, care staff, all those supporting local residents and all the community groups who are working to make sure as many of Fleet's residents are supplied and serviced during this difficult period.

#### **AC May 2020 ITEM 1          ELECTION OF CHAIRMAN**

The outgoing Chairman, Councillor Schofield, called for nominations for Chairman. One nomination was received for Councillor Bob Schofield.

#### **RESOLVED**

That Councillor Schofield be re-elected to the office of Chairman of Council for the local government year 2020/2021.

#### **AC May 2020 ITEM 2          ELECTION OF VICE-CHAIRMAN**

The Chairman called for nominations for the office of Vice-Chairman. One nomination was received for Councillor Holt.

#### **RESOLVED**

That Councillor Holt be re-elected to the office of Vice-Chairman of Council for the local government year 2020/2021.

#### **AC May 2020 ITEM 3          APOLOGIES FOR ABSENCE**

There were apologies from Councillors Pierce and Wheale.

## **AC May 2020 ITEM 4                    DECLARATIONS OF INTEREST**

Councillor Oliver declared that he had an interest in Item 25 – Contractual Matter, as part of his HDC Portfolio.

## **AC May 2020 ITEM 5                    QUESTIONS FROM MEMBERS OF THE PUBLIC**

Councillor Schofield read out two submitted statements from the public.

The first was from Mr Bill Tyack, Chairman of the Fleet, Crookham & District Branch of The Royal British Legion, who wanted to record his thanks to FTC for the generous donation of £2500.00 towards the cost of the RBL's VE 75 Commemoration celebrations. Mr Tyack expressed his sadness at not being able to hold the celebrations and noted that they did not use the donation but expressed his gratitude to FTC for their continued support for the RBL. Councillor Schofield sent his thanks to the RBL for taking their duty on VE Day and placing commemorative wreaths on the War Memorials.

The second was a letter submitted from Miss June White, the principle of the June White Academy of Dance and Drama, established nearly 40 years ago in Fleet. Miss White explained that she has been hiring Ancells Farm Community Centre for 28 years and her Saturday charge has raised to £23.80 an hour, as opposed to the £12.30 weekday rate. She requested that the Saturday rate be kept in line with the weekday rate, as at the weekend there is no caretaker on site and she is the only block booking at the weekend.

Councillor Schofield explained that they would be using Standing Order 1H, that FTC has taken the written statement tonight and will be submitting a formal response to Miss White. Councillor Schofield also outlined that the variable rate has been in place since FTC took over the Ancells Farm Community Centre in 2010 and weekend rates in 2011 were double those of the weekday rate. In order to keep the rates low, when VAT was introduced, FTC reduced the base rate, therefore incurring only a nominal increase. Over the past 9 years, there have been no significant increases on the base rate of the hire. FTC has a long term hirers and occasional rate. Miss White has been benefitting from the long term hirer's rate.

## **AC May 2020 ITEM 6                    MINUTES OF PREVIOUS MEETINGS**

The minutes and confidential minutes of Council held on Wednesday 4<sup>th</sup> March 2020 and the Extraordinary Council Meeting held on Friday 20<sup>th</sup> March 2020 were approved and signed by the Chairman, subject to Councillor Hope being added to those Councillors attending the meeting of Wednesday 4<sup>th</sup> March 2020.

The Council also received the minutes of the following Committees and Working Groups:

Development Control	9 <sup>th</sup> March 2020 23 <sup>rd</sup> March 2020 14 <sup>th</sup> April 2020 27 <sup>th</sup> April 2020
RLA	18 <sup>th</sup> March 2020

## **AC May 2020 ITEM 7                    HCC / HDC UPDATE**

### **HCC**

Councillor Collett reported on the following:

- Coronavirus Hampshire Helpline - Hantshelp4vulnerable.
- During this period, over 20,000 Hampshire residents have been contacted to say they are vulnerable.
- In Hampshire, over 400,000 people are registered as over 70 or at high risk.

- A big concern is the crisis in care homes, where a lack of PPE is an issue.
- Highways have painted Thank You NHS on the roads as support.
- Highways surfacing programme has begun.
- Household Waste and Recycling Centres (HWRC) have reopened, accepting waste for health and safety purposes only. Opening hours are 1000-1600 and entry is restricted to 1 person per car and staff are not permitted to help unload, due to social distancing.
- The owners of Blackbush Airport had it deregistered as common land, which HCC challenged, due to the potential for development, and were successful in the High Court. The owners are now challenging this in the Supreme Court.
- The local community supporting residents during this time, including Hart Volunteers, Fleet Aid Relief Group and Elvetham Hotel providing hot meals.
- Online library use is up 700% during the pandemic.
- A temporary mortuary has been set up at Southampton Airport.
- The estimated cost of the pandemic to HCC is approximately £96 million. A government grant of £58 million and savings of £17 million, still leaves an approximate £21.6 million gap.

## HDC

Members were updated on the following:

- The Hart Resilience Hub has been working very hard to help people that are shielded or referred to them. Parking teams have been delivering food and essential services.
- Services across Hart are still continuing during the pandemic, including Planning.
- The estimated cost of the pandemic to HDC is approximately £1.6 million.
- At some HWRCs, green waste is now being accepted.
- Black and blue bin collections are continuing.
- Charity bins are still closed.
- HDC are hoping to reintroduce green and bulky waste collections soon.
- All car parks and parks are open.
- Bonfires are not illegal but anti-social, so HDC hope that people are respectful of other when having bonfires.

## AC May 2020 ITEM 8 NOMINATIONS TO COMMITTEES and WORKING GROUPS 2020/2021

Nominations were received for committees and working groups:

It was **RESOLVED** that

Members would sit on the following committees and working groups during 2020/2021.

### COMMITTEES 2020/2021

<b>POLICY &amp; FINANCE</b>		
Cllr Carpenter	Cllr Robinson	Cllr Wildsmith
Cllr Einchcomb	Cllr Schofield	Cllr Woods
Cllr Holt	Cllr Tilley	
<b>PLANNING/DEVELOPMENT CONTROL</b>		
Cllr Carpenter	Cllr Jasper	Cllr Schofield
Cllr Holt	Cllr Pierce	Cllr Wildsmith
Cllr Hope	Cllr Robinson	

<b>RECREATION, LEISURE &amp; AMENITIES</b>		
Cllr Carpenter	Cllr Jasper	Cllr Wildsmith
Cllr Chenery	Cllr Oliver	Cllr Woods
Cllr Einchcomb	Cllr Schofield	Cllr Wright
Cllr Holt	Cllr Tilley	
<b>ESTABLISHMENT</b>		
Cllr Einchcomb	Cllr Robinson	Cllr Wheale
Cllr Holt	Cllr Schofield	Cllr Woods
Cllr Jasper	Cllr Tilley	

### **WORKING GROUPS MEMBERSHIP 2020/2021**

<b>THE HARLINGTON / CIVIC QUARTER WORKING GROUP</b>		
Cllr Carpenter	Cllr Jasper	Cllr Tilley
Cllr Chenery	Cllr Kirkpatrick	Cllr Woods
Cllr Einchcomb	Cllr Oliver	Cllr Wildsmith
Cllr Holt	Cllr Schofield	
<b>RISK MANAGEMENT WORKING GROUP</b>		
Cllr Carpenter	Cllr Schofield	
Cllr Holt	Cllr Wildsmith	
Cllr Robinson		
<b>LEASE WORKING GROUP</b>		
Cllr Carpenter	Cllr Schofield	
Cllr Holt	Cllr Tilley	
Cllr Robinson	Cllr Woods	
<b>CLIMATE CHANGE WORKING GROUP</b>		
Cllr Chenery	Cllr Oliver	Cllr Woods
Cllr Holt	Cllr Schofield	
Cllr Jasper	Cllr Tilley	
<b>PARKS &amp; OPEN SPACES WORKING GROUP</b>		
<i>Includes Calthorpe Park/ The Views / Cemetery Working Groups</i>		
Cllr Carpenter	Cllr Oliver	Cllr Wright
Cllr Einchcomb	Cllr Schofield	
Cllr Holt	Cllr Tilley	
Cllr Jasper	Cllr Woods	
<b>COMMUNITY EMERGENCY PLAN WORKING GROUP</b>		
Cllr Carpenter	Cllr Wildsmith	
Cllr Hope		
Cllr Schofield		

**AC May 2019 ITEM 9**

**APPOINTMENTS TO EXTERNAL BODIES 2019/2020**

It was **RESOLVED** that the following members would represent FTC on external bodies during 2020/2021.

<b>Hart District Association of Parish and Town Councils (HDAPTC)</b>	Cllr Robinson Cllr Wildsmith
<b>Fleet Football Club</b>	Cllr Oliver Cllr Woods
<b>Fleet Link and Community Transport</b>	Cllr Hope Cllr Schofield Cllr Wheale Cllr Woods
<b>Business Improvement District (BID)</b>	Cllr Schofield
<b>Fleet Pond Society</b>	Cllr Carpenter Cllr Chenery
<b>Flood Forum</b>	Cllr Schofield Cllr Wildsmith
<b>Rushmoor Transport Forum</b>	Cllr Holt
<b>Fleet Phoenix (Observer)</b>	Cllr Chenery Cllr Jasper
<b>Fleet Cricket Club</b>	Cllr Oliver Cllr Woods
<b>Older Persons Network</b>	Cllr Holt Cllr Woods
<b>Hart Voluntary Action (HVA)</b>	Cllr Harrison Cllr Wildsmith
<b>Basingstoke Canal JMC</b>	Cllr Wildsmith
<b>Fleet Crondall and Crookham Welfare Trust</b>	Cllr Wright
<b>North Hampshire Safety Council</b>	Cllr Wheale

#### **AC May 2020 ITEM 10 MEETING SCHEDULE**

Members received the schedule of meetings for 2020/2021, as approved by Council on Wednesday 5<sup>th</sup> February 2020. The dates will be circulated to all members and displayed on the FTC website.

#### **RESOLVED**

To confirm and adopt the schedule of meetings for 2020/2021.

#### **POST MEETING**

**Please note that the Annual Council Meeting in May 2021 is now confirmed to be held on Wednesday 12<sup>th</sup> May 2021, as opposed to Wednesday 5<sup>th</sup> May 2021. This is due to the Council elections being held on Thursday 6<sup>th</sup> May 2021. An updated schedule will be circulated.**

#### **AC May 2020 ITEM 11 MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES**

The members considered the membership of bodies and the annual fees.

#### **RESOLVED**

To approve the payment of the following fees for 2020/2021:

- |  |      |           |
|--|------|-----------|
| <b>a. Hampshire Association of Local Councils (HALC and NALC)</b>  | HALC | £1,050.00 |
|  | NALC | £1,324.01 |
| <b>b. Institute of Cemeteries and Crematoria Management (ICCM)</b> | ICCM | £100.00   |
| <b>c. Society of Local Council Clerks</b>                          | SLCC | £326.00   |

**AC May 2020 ITEM 12 FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP**

Members received and considered the FTC Asset Register and Land Ownership as at 31<sup>st</sup> March 2020.

**RESOLVED**

To approve Fleet Town Council's Asset Register and Land Ownership as at 31<sup>st</sup> March 2020.

**AC May 2020 ITEM 13 INSURANCE COVER**

Members noted that arrangements have been made with Zurich for insurance cover for 2020/2021.

**AC May 2020 ITEM 14 STATEMENT OF COUNCILLOR ATTENDANCE 2019/2020**

The Council noted the statement of Councillors attendance at Ordinary Council meetings during 2019/2020.

**AC May 2020 ITEM 15 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Members were informed that in line with the usual practice for the Annual Meeting of the Council, a review of Standing Orders and Financial Regulations has been carried out. This year the Standing Orders and Financial Regulations include an emergency temporary clause relating to the COVID 19 outbreak.

**RESOLVED**

To approve the continuation of Standing Orders and Financial Regulations.

**AC May 2020 ITEM 16 LEASES**

**1. Leases**

Members were reminded that the annual rental levels for the Lion's Community Store in Basingborne Park, the Scouts buildings in Basingbourne & Calthorpe Parks are £500.00 and £3,750.00 for the Cricket Club, payable in four equal instalments were noted. However, the decision of the Council on 6<sup>th</sup> July 2016 was re-affirmed so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease, the rent shall be waived.

**RESOLVED**

To waive the rent set out in the Particulars to the leases for the year April 2020 - March 2021 for:

Lion's Community Store in Basingborne Park	£500.00
Scout buildings in Basingbourne & Calthorpe Park	£500.00
Cricket Club	£3,750.00

The Tenant's performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in reinstatement of the full rent as set out in the Particulars'.

## **2. Fleet Town Football Club (FTFC) Lease**

Members discussed the following:

- a. FTFC requested that due to the current restrictions placed on the club, further negotiations to the lease renewal be suspended. Members were reminded that FTFC already has a lease in place.
- b. Due to the lack of income during this current pandemic, FTFC requested that all future rental payments be deferred until the club is financially stable. Councillor Oliver reported that FTFC had been successful in obtaining a grant for £10,000. Members were informed that FTFC have paid and are up to date with all their payments up to 31<sup>st</sup> March 2020. Members discussed that the term 'financially stable' is subjective and that the rent be waived for 6 months, with a review at the beginning of the next football season.
- c. FTFC wished to seek confirmation that business rates do not need to be paid this financial year.

### **RESOLVED**

To approve the following:

- a. No further negotiations on FTFC lease will take place during the current pandemic.
- b. That FTFC rental payments be deferred for 6 months, with a review to be held at Council after that period.
- c. That FTFC need to seek clarification about business rates with HDC.

## **AC May 2020 ITEM 17                      DEFERRAL OF Fleet Town Council 2020/2021 FEE / PRICE INCREASE**

The Chairman expressed frustration FTC has not been able to do a lot and support the local vulnerable groups and residents as much as it would have wished during this time.

Members discussed that the Council does however have the ability to help local organisations and residents to start up again when life returns to "normal", and as a gesture, defer the introduction of the 2020/2021 price / fee increases for all council services for one year until 1<sup>st</sup> April 2021. Members noted that once Government restrictions are lifted, all the users would be in a better a position to resume their activities with no worry about any future price increases.

### **RESOLVED**

To approve all Fleet Town Council price / fee increases be deferred for one year until 1<sup>st</sup> April 2021.

## **AC May 2020 ITEM 18                      FLORAL DISPLAYS**

Members noted that the agreement of floral displays in Fleet Town Centre had previously been agreed by the Council via email in March 2020.

### **RESOLUTION APPROVED**

To continue to allow the Town Centre floral displays to be installed, watered and maintained during this unprecedented time.

Members discussed and were assured that the supplier continues to operate social distancing and follow all government guidance not only in their nurseries but also when out installing, watering and maintaining the displays. FTC will check the locations of the bigger flower troughs so as not to cause congestion.

### **RESOLVED**

To record this item into the minutes of the meeting.

**AC May 2020 ITEM 19 CHAIRMAN’S COFFEE MORNINGS**

Members noted that new dates for the Chairman’s coffee mornings with randomly selected residents will be set as soon as the current Coronavirus restrictions have been lifted.

**AC May 2020 ITEM 20 COVID 19 UPDATE REPORT**

Members were made aware that most staff are using their own equipment at home in order to work and special thanks were given to all FTC staff for their flexibility in their working patterns and environment during this unprecedented time.

Members noted the following:

- FTC has applied for a grant from the government to help with the financial fallout from having to close the Harlington.
- Some staff have currently been furloughed for a month.
- Thankfully, the Fleet Cemetery has not been busy.

**AC May 2020 ITEM 21 CALTHORPE PARK PLAY AREA**

Members noted that due to the Coronavirus, work was delayed to the start of the project. However, the contractor will be recommencing work on 18<sup>th</sup> May 2020 following the correct social distancing and latest government guidelines.

**AC May 2020 ITEM 22 HARLINGTON DEVELOPMENT UPDATE**

Members noted that in the Condition Report for The Harlington, an additional inspection of the Auditorium was required. This has now had approval from and will be paid by HDC. Scaffolding will be erected throughout the main auditorium and the inspection will take place during the COVID19 closedown period.

**AC May 2020 ITEM 23 TOWN CLERK’S REPORT**

Members received the Town Clerk’s report and noted the following:

- Following the latest government guidelines, the tennis courts have now been re-opened. Due to social distancing, every other court is open but this will be reviewed on an ongoing basis.
- The most recent internal audit happened on 13<sup>th</sup> May 2020 and was deemed good.
- Ruth Ashworth resigned as an FTC Councillor at the beginning of May 2020. FTC will advertise for the vacancy, and if 10 or more residents request an election, it will be held in line with government regulations in May 2021. Otherwise, co-option can take place.

**AC May 2020 ITEM 24 DATE AND TIME OF NEXT MEETING**

The provisional date of the next virtual meeting of the Council is scheduled for Wednesday 3<sup>rd</sup> June 2020 at 7pm.

There being no further business the meeting closed at 8.35pm.

**Signed**.....

**Date**:.....

**Chairman**



**Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting**

**The following types of business will be treated as confidential:**

- a. Engagement, terms of service, conduct and dismissal of employees**
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts**
- c. Receipt of professional legal advice and preparation of cases in legal proceedings**
- d. The early stages of any dispute**
- e. Matters of a Commercial nature**

**AC May 2020 ITEM 25      CONTRACTUAL MATTER**

Separate confidential minute.

**DRAFT**