



FLEET TOWN COUNCIL

MINUTES OF THE FULL COUNCIL VIRTUAL MEETING

held on

Wednesday 6th January 2021

PRESENT

Councillors: R. Schofield (Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Harrison, R. Hill, L. Holt, A. Hope, K. Jasper, A. Oliver, D. Pierce, R. Richmond, R. Robinson, S. Tilley, P. Wildsmith, G. Woods.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer
Councillor John Bennison - HCC
Councillor Steve Forster - HCC
Councillor Katie Davies - HCC

No of live stream viewers - 4 (includes 2 officers)

FC January 2021 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted apologies for absence from Councillor Wright, who was working.

Councillor Schofield welcomed all members to the first meeting of January 2021 and briefed members on the following:

- National lockdown due to COVID19.
- No vaccination hub in Fleet at the time of the meeting; The Harlington has been offered for use as the hub and FTC fully endorses this.
- Fleet has a high percentage of elderly residents and local hubs such as Farnham, Southwood, Yateley or Aldershot are not accessible by public transport.
- All Fleet care home residents and staff will have been vaccinated by 8th January 2021.

FC January 2021 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

FC January 2021 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

FC January 2021 ITEM 4

MINUTES OF PREVIOUS MEETINGS

Members noted and approved the minutes of Council held on Wednesday 2nd December 2020, An issue was raised concerning the confidential minutes of Wednesday 2nd December which needed to be taken in confidential session at the end of the meeting.

The Council also received the minutes of the following Committees:

Development Control 7th & 21st December 2020

Members noted that in the minutes from 21st December 2020, 20/02879/AMCON Whisper Wood, page 3, the final bullet point '*Do not need more 1 bed flats –prove the need for them*' is not relevant to this application.

FC January 2021 ITEM 5

HCC / HDC UPDATE

HCC / HDC

Councillor Forster reported on the following:

- **Fleet High Street blue badge bays.**
 - Highways to provide access to the blue badge bays and loading bays.
 - In discussion with HDC to remove segregation and planters.
 - Width of pavement in these areas is 2.84m minimum.
 - Pavement near La Casa is potentially narrow with outdoor seating area.
 - Councillor Forster to request seating to be removed during this period.
- **Schools during lockdown.**
 - Credit to be given to all teaching staff who are teaching and delivering remote learning.
 - Special needs education continues to be provided,
 - Fines for unauthorised absence are made by the schools.

Councillor Bennison updated members with the following:

- **European Settlement Scheme**
 - 87% EU members in Hampshire have been registered.
- **Gritting the roads.**
 - All blue grit bins have been topped up.
 - Residents to report any bins low on grit on the HCC website. There is an ID number inside the bin lid to reference.
- **Household Waste Recycling Centres.**
 - All open during lockdown.
 - Need to book 7 days in advance.
- **Planning application for the roundabout on the A287** has had the recommendation that it needs to be started by 1st occupation and finished by 50th occupation.

Councillor Oliver reported on the following:

- **Business Grants.**
 - Guidance for latest grant scheme not expected until next week.
 - All enquiries to use the business grants website and email address.
- **HDC Services** running as normal but with some staff relocated to the Support Hub.
- **Waste Services.**
 - All services are running.
 - There are Christmas tree drop off sites or they can be collected from individual's homes if they are a green waste subscriber.

Councillor Davies reported on the uplift in COVID19 cases at Frimley Park Hospital and reminded members to support and communicate the message to stay at home.

FC January 2021 ITEM 6

BUDGET

Councillor Schofield proposed to members that Item 6 - Budget and Item 7 - Precept be discussed together. Following the Resolution of the November Council Meeting, members had approved the budget based on there being no council tax increase for residents and no significant changes in:

- The COVID guidelines.
- The tax base for calculating the FTC Council Tax rate.

Members noted the following points:

- The tax base has now been confirmed by HDC at 10,601.11 with the precept being set at £1,089,794.10 for 2021-22. The Town Council's element of the Council Tax is maintained at £102.80 per Band D property.
- Updated COVID guidelines, due to lockdown.
- Possible restrictions in winter 2021 and potential further disruption.
- FTC expenditure has been cut to a minimum.
- All current services still running.
- Budget is different to precept claim, due to the shortfall of £100,838.00 which is to be funded from general reserves.
- Precept increase for 2022/2023 to be considered.
- Conversations with local residents to demonstrate where money is spent.

RESOLVED

Members approved:

- a. the 2021/2022 budget.
- b. the use of £100,838.00 from reserves to balance the 2021/2022 budget.

FC January 2021 ITEM 7

PRECEPT

As part of the discussion for Item 6 – Budget, members discussed the precept and noted that the tax base for calculating the FTC Council Tax rate has now been received from HDC at 10,601.11. It was confirmed to members that the precept for 2021-22 will be £1,089,794.10 maintaining the Town Council's element of the Council Tax at £102.80 per Band D property

As discussed in Item 6 above, members discussed the need for an increase to the precept for 2022/2023.

RESOLVED

Members approved:

- a. for signature, on behalf of the Council Meeting, the 2021/2022 Parish Precept at £1,089,794.10

FC January 2021 ITEM 8

RISK REGISTER

Members received the minutes of the Risk Management Working Group held on 27th October 2020, 5th November 2020, 19th November 2020 and 10th December 2020. Members also received the summary risk register including future actions. Members noted that:

- The risk register is a fluid document.
- Any items archived can be retrieved.
- At present, COVID is the number one priority.
- The date of the Gurkha Square market inspection is under review.

RESOLVED

- That the Summary Risk Assessment Register is adopted by Full Council.

FC January 2021 ITEM 9

FINANCIAL MONITORING

Members received and noted the following:

1. a. The bank reconciliation for November 2020
b. The list of receipts for November 2020
c. The list of payments for November 2020

2. Councillor Robinson to confirm that the bank statements match the reconciliation and has signed the bank statements and payment schedules.

RESOLVED

Members approved and accepted into the minutes:

1.
 - a. The bank reconciliation for November 2020
 - b. The list of receipts for November 2020
 - c. The list of payments for November 2020
2. Councillor Robinson confirmed that the bank reconciliation for November 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

FC January 2021 ITEM 10

NOTICE OF CONCLUSION OF 2019-2020 EXTERNAL AUDIT

Members received and noted the Annual Governance and Accountability Return from the External Auditor PKF Littlejohn LLP for the year ending 31st March 2020. Members noted that there were no qualifications and FTC had received a clean external auditor's report for 2019-2020.

Commendation was given to the Town Clerk and the financial team for all their hard work in achieving a clean bill of health.

RESOLVED

- That the Annual Governance and Accountability Return of the external auditor for 2019/2020 is received and accepted by Full Council.

FC January 2021 ITEM 11

HAMPSHIRE CONSTABULARY RESPONSE

Further to the letter sent to Hampshire Constabulary on behalf of Fleet Town Council, members received and noted the response from Chief Constable Olivia Pinkney, dated 18th December 2020.

Members felt that:

- The response does not address the points FTC is making in their original letter.
- More clarification to be given on 'other agencies' working with the police in Fleet.
- New PCSO in Fleet.
- Uplift in online reporting due to current situation.
- Many residents do not have online access and therefore cannot report.
- Councillor Woods agreed to make contact with the Chief Inspector to discuss the above points.

FC January 2021 ITEM 12

HARLINGTON UPDATE

Members noted that the revised draft Harlington lease has been passed by Hart District Council to Basingstoke and Dean Legal Services. A response is now awaited.

FC January 2021 ITEM 13

ANNUAL HEALTH AND SAFETY REVIEW

Members received and noted the Annual Health and Safety Report. Members noted that FTC has been given excellent support from the external consultant during the past year.

FC January 2021 ITEM 14**FTC MEETINGS TIMETABLE 2021/2022**

Members received and noted the updated FTC meeting timetable for 2021-2022.

FC January 2021 ITEM 15**FLEET TOWN COUNCIL - COVID19 RECOVERY**

Members noted the following:

- A grant of £1,334.00 has been received from HDC as a result of an application for The National Restrictions Supply Grant. The remaining balance of £666.00 has now been received.
- Flexible furloughing continues and has now been extended until 30th April 2021.
- FTC has offered The Harlington to act as a vaccination centre, which at the time of the meeting was not required.
- New grants available which FTC may be able to apply for.
- FTC staff are working from home. If operations cannot be done at home, then staff are allowed into the office.
- Details of the office working operations are on the website and Facebook.
- There is a new risk assessment for FTC offices and the building. All staff must now always wear a mask in the building, unless seated at their desk.

FC January 2021 ITEM 16**COMPLAINTS**

Members noted that the complaints had been received and dealt with.

FC January 2021 ITEM 17**TOWN CLERK'S REPORT**

Members received and noted an update from the Town Clerk. The following matters were discussed:

- Thanks was given to the people who helped deliver the Christmas afternoon teas on Christmas Day.
- FTC insurance policy is due for renewal on 1st April 2021. It is intended to extend this contract for a further year.
 - There is an additional increase to the premium, due to the new playground at Calthorpe Park.
- The EA has requested permission to place a cabinet by the bridge at Kings Road in Oakleigh Park, which will send information regarding flooding in the area.
- Works, due to a collapsed sewer, have not been completed on Fleet High Street

FC January 2021 ITEM 18**DATE AND TIME OF NEXT MEETING**

The date of the next virtual meeting of the Council is scheduled for Wednesday 3rd February 2021 at 19.00.

There being no further business the meeting closed at 20:29.

Signed.....

Date.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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 were excluded from the Meeting

FC January 2021 ITEM 19

MINUTES OF PREVIOUS MEETINGS

Members noted and approved the confidential minutes of Council held on Wednesday 2nd December 2020, with one amendment to the minutes.