

# ROOKSDOWN PARISH COUNCIL



**MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL**  
**held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN**  
**on MONDAY 27<sup>th</sup> June 2016 AT 7.45 PM**

	<b>In Attendance</b>	<b>Apologies</b>	<b>Absent</b>
Councillor Mahoney (Chairman)	✓		
Councillor Botten	✓		
Councillor Lovett (Vice Chairman)	✓		
Councillor Mason	✓		
Councillor Mrs Tarrant	✓		
Councillor Payne	✓		

Also in attendance: Mrs K Ross - Clerk, County Councillor Stephen Reid, Borough Councillor Simon Bound and 1 member of the public.

- 076/16 To receive and accept apologies for absence**  
There were no apologies for absence received
- 077/16 To receive and note any declarations of pecuniary interest relevant to the agenda**  
There were no declarations of pecuniary interest relevant to the agenda made
- 078/16 The Chairman to sign as a correct record the minutes of the Rooksdown Parish Council meeting held on 23<sup>rd</sup> May 2016**  
The Chairman signed as a correct record the minutes of the Rooksdown Parish Council meeting held on 23<sup>rd</sup> May 2016
- 079/16 To receive an update on matters arising not covered on the agenda elsewhere**
- Fireworks**  
Cllr Mrs Tarrant updated the Parish Council on the Fireworks event. There will be a site meeting on Friday 8<sup>th</sup> July 2016 at the Rooksdown Community Centre to ascertain what type of event is feasible. The proposed date for the event will be Saturday 12<sup>th</sup> November 2016.
- Allotments**  
The Clerk confirmed that all persons on the Allotment waiting list has been emailed and those who have not responded have been sent signed for letters to ascertain if they still want to remain on the list. There is still no date for handover.
- 20mph signs**  
The clerk confirmed that the officer responsible for this project has changed however, the project is still be moving forward.
- Litter Grant**  
The clerk informed the Councillors that this could only be discussed if section 7 of the standing orders is adhered to.  
'A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 5 ) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee'

**080/16 To open the meeting to members of the public**  
***Standing orders will be suspended for this item***  
 There was one member of the public in attendance. She had no item to raise

**081/16 To receive reports**  
 The verbal report from the Chairman to the Parish Council was **NOTED** and can be found as Appendix A  
 The verbal report from County Councillor Reid was **NOTED** and can be found as Appendix B  
 The verbal report from Borough Councillor Bound was **NOTED**  
 The verbal report from Simon Bound Rooksdown Community Association Manager was **NOTED**

**082/16 To note the current financial situation and to sign the bank statements**  
 The current financial situation was **NOTED** and the banks statements were reconciled with the current balances as at 31<sup>st</sup> May 2016 being:  
 Savings Account: £54,872.69  
 Current Account: £10,356.69  
 The monthly Finance update sheet can be found as Appendix C

**083/16 To consider and agree requests for Payments**  
 The payments listed on the table below were approved for payment

FOR	ITEM	AMOUNT	INVOICE NO	METHOD OF PAY
Staff	Salary	£807.14	June	E Payment
Staff	Expenses	£20.93	June	E Payment
Staff	Pension	£14.63	July	DD
Do the numbers	Audit	£235.00	12/427	E Payment
Dummer PC	Telephone	£40.80		E Payment
HMRC	Ni	£35.70	June	E Payment
Cllr Botten	Website Hosting	£19.98		E Payment

**084/16 To discuss and agree a contribution of 10% (£550) towards the LIF grant application for street furniture of £5,500.**  
 It was  
**RESOLVED**  
 that the Parish Council would a contribute £550 (10%) towards the LIF grant application for street furniture. Proposed by Cllr Mahoney and seconded by Cllr Lovett. All members voted unanimously to accept this proposal.

**085/16 To discuss and agree a contribution of 10% towards the extension to the LIF grant application for the skate park.**  
 It was  
**RESOLVED**  
 that should it be required by Basingstoke and Deane Borough Council the Parish Council would a contribute 10% towards the extension to the LIF grant application for the skate park up to a contribution of £5,000.  
 Proposed by Cllr Payne and seconded by Cllr Lovett. All members voted unanimously to accept this proposal.

- 086/16 To sign the 2015/16 Annual Governance Statement**  
The 2015/16 Annual Governance Statement was **SIGNED**
- 087/16 To sign the 2015/16 Accounting statements**  
The 2015/16 Accounting statements were **SIGNED**
- 088/16 To note the 2015/16 End of Year Accounts**  
The 2015/16 End of Year Accounts were **NOTED**
- 089/16 To note the 2015/16 Internal Audit recommendations**  
The 2015/16 Internal Audit recommendations were **NOTED** and can be found as Appendix D
- 090/16 To sign the car park Transfer contract**  
The car park transfer contract for land at Peggs way was not signed as a snagging list has been compiled which needs to be addressed by HCA prior to any legal documentation being signed.
- 091/16 To discuss the S106 contribution project**  
It was agreed that the Parish Council would submit a request for planting throughout the Parish as well as planters at all four entrances to the Parish and the purchase and fit out of up to 2 commercial units.
- 092/16 To consider the Asset Register**  
The Asset Register was reviewed and it was agreed to update it with a view to approving it at the July meeting.
- 093/16 To consider planning application**  
**16/01481/ROC**  
**Park Prewett Medical Centre**  
**Variation of condition 1 of planning permission 13/00797/FUL relating to the approved plan numbers and the addition of solar panels**  
The Parish Council had no objection to this application
- 094/16 To consider planning application**  
**16/01266/FUL**  
**Merton Rise Phase 3, Aldermaston road**  
**Installation of public Art at western entrance of Merton Rise adjacent to Aldermaston Road**  
It was confirmed that this application had already been approved by Basingstoke and Deane Borough Council and therefore it is too late for the Parish Council to make comment.
- 095/16 16/00614/FUL**  
**Land At Priestley Road And Aldermaston Road Basingstoke Hampshire**  
**Residential development comprising the erection of 90 no. new dwellings and associated development including new public open space, high quality landscaped public realm, car parking, and new vehicular and pedestrian accesses from Priestly Road with associated pedestrian and cycle links**  
**Amended plans**  
The Parish Council had no objection to this application

**096/16 To discuss attendance at the Summer Fair**

It was agreed that the Parish Council would not have a formal stand at the Summer Fair to represent the Parish Council but Councillors would be there individually to chat with residents.

**097/16 To agree to co-opt to fill the 3 vacancies**

It was agreed that once confirmation from Basingstoke and Deane Borough Council was received that no election had been requested, the Parish council would begin the Co-option process. Proposed by Cllr Mahoney and seconded by Cllr Lovett. All members voted unanimously to accept this proposal.

**098/16 To discuss the request for a pedestrian crossing at the top of Peggs way (crossing Park Prewett road), and by the community centre crossing to the park/school.**

The Clerk advised the Parish Council that the criteria for a pedestrian crossing in this vicinity had not been met. However, it was agreed that Cllr Payne would investigate alternatives and put together a proposal for discussion at the July meeting.

**099/16 To confirm the date of the next meeting**

It was agreed that the date of the next meeting would be 25<sup>th</sup> July 2016

## Appendix A

### Rooksdown Parish Council Chairman's Paul Mahoney's Report

#### Chairman's Report for Rooksdown Parish Council meeting – June 2016

#### Attended – Meeting – Joint Chairs and Parish Clerks meeting 7 June 6.25pm – 8.45pm

- Update from around the Borough
- Devolution
- Partnership policing including Community SpeedWatch
- Open Forum session

#### Road Adoptions

Disappointingly, for the reasons set out below, the proposed adoption of the Core Area of Rooksdown did not take place on 3rd June as expected.

#### *The main issues:*

- **Street Lighting in the Core Area** – unfortunately there is still significant remedial work required. Taylor Wimpey have been engaging with SSE Contracting on behalf of HCC to see if they can just pay SSE to get the work done at their convenience after adoption ... but an impasse occurred, given the significant remedial work to a large number of columns and street signs. Adoption of the Core Area is now planned to proceed without any of the street lights included. The deed of dedication has been amended to remove all the street lights and is currently sat with solicitors of all parties involved
- **Park Prewett Northern Area (Rooksgate) hoarding** – as previously advised DWH needed to move the fencing around their Northern Area site – opposite Norrie Court / Park Prewett Road – so the HCC soakaways are not enclosed. This work is now finally complete.
- **Virgin Media** - Unfortunately VM's Head of Legal was unwilling to complete the Works/Access Licence agreement between Virgin Media and HCA last Friday as she felt the extent of the reinstatement works required were not agreed. Concern about the extent of the work required had not been raised previously. The issue is the reinstatement of the section of PP road from the trench they dug across it up to the top of the ramp of the speed table. Mark Glendenning has emailed Jo Murphy to ask her to reconsider the scope of work HCC requires. If HCC insist on the replacement of the whole road surface and ramp VM may still complete it (as they have little choice if they want access to the Northern Area development), however, this will take longer than originally envisaged. Until this work is completed to the satisfaction of HCC the dedication cannot take place.



Good spot of some remedial works to the area around Pavilion 4 by Vice Chair - around one of the lights and some failing Tarmac along one of the walkways. With this potentially impacting on adoption of the core area, TW had this fixed within a couple of days.



### **The Avenue works**

The approach to completing the outstanding Phase 3 'Avenue Works' has changed – as detailed below –

- The main substantive change is that Taylor Wimpey and their highway contractor (Hope and Clay) will now construct both elements of the Phase 3 works i.e. creation of the “no left turn” junction out of Dinwoodie Drive and the “emergency and bus only restriction” on the Hospital Trust’s maternity block access road. Previously Hampshire County Council’s Highways Department was to carry out the Dinwoodie Drive junction works with TW completing the latter.
- The Phase 3 works will commence when the new Lodge Junction traffic signals are commissioned and operational by HCC as part of the final phase of the A340 improvements. HCC’s engineers have advised that the Lodge signals will be commissioned in early July, if all goes according to their programme.
- TW and their highway contractor (Hope and Clay) have agreed that as soon the Lodge traffic lights are operational, Hope and Clay will use temporary bollards to create the ‘no left turn feature’ on The Avenue. This will require traffic from the hospital to exit via the new signalled Lodge Junction and A340. It was agreed that changing the Dinwoodie Junction **in advance** of the lights being operational could create severe congestion at peak times, hence the decision to wait for switch-on of the signals.

- Hope and Clay's programme for the works has not been firmed up yet as HCC need to confirm the date for commissioning the Lodge Junction traffic signals towards the end of June. Their programme will be circulated to the Parish once available. Road signs on the perimeter of Limes Park will be provided to give advanced warning of the roadworks and changes to hospital access.
- The Phase 3 works remain as per the planning approval

### SpeedWatch

SpeedWatch has been out and about a number of times. Results have been more or less the same with a large proportion of cars speeding clearly residents from the development. Once the roads are adopted there will be regular sessions undertaken to help educate drivers to drive within the 20 mph limit.

### Street Furniture Project (LIF Award)



The LIF application for an additional 10 bins at a cost of £5,500 to finish off the street furniture project has been approved subject to the Parish Council contributing 10% towards the cost - ie £550.

Resolution included in today's meeting for discussion.

### Meeting with Dave Perkins Operations Manager Basingstoke and Deane Borough Council.

Agreed - to start to empty all bins across the whole development whether adopt or not adopted.

B&DBC employee/litter picker to continue as per current arrangements - this is not impacted by the change in stance to collect rubbish from all bins across the development and also if PC take the litter grant.

On site visit to be arranged with Dave Gordon wade and the area manger Avon bridges to have an open discussion about the green spaces

In autumn (September) suggested a community event – would consider putting in a ground maintenance team in to Rooksdown. Can we get some volunteers together and some school children to help and support? An agenda item for a future meeting.

Community payback team on a Saturday morning - for as long as we need with a supervisor to use as test plan partner to work for – a dozen every weekend to do weeding, tidying etc. An agenda item for a future meeting.

## **WESTERN TRIANGLE**

Following chasing TW for some maintenance to the green space areas around the Western Triangle, TW have completed the remedial works to the verges outside the Western Triangle and also completed landscaping work

TW are continuing to work through the handover to a management company.

Area around the David Wilson Homes development hoardings - pressed for the cutting of the grass in the kick about area and for the general improvement of the overgrown grass and weeds that engulfs the blue hoarding. Further work is still required to this area.

Also requested lands trust to cut the grass down from the green bridge down to Sheepwash etc

## **BARN AREA (grounds outside the barn Area on Park Prewett Road)**

Nigel Philips and Chris Hill have inspected the area at the end of May, and the heavy use by the public "cutting the corner" could not be ignored – it will never stop, as its human nature.

Taylor Wimpey have therefore made the decision to install a hoggin and timber edged path along this route. This work has now been priced and will be installed in the near future. At part of that works and at that same time, the unsuitable soil will be removed and reinstated with new.

## **PEGGS WAY CAR PARKS**

The legal process for ownership / transfer of the two car parks on Peggs Way is underway - transfer document included in the meeting this evening.

The Vice Chairman and I have undertaken an inspection of the two car parks and have drawn up a snagging list which will be sent to HCA to action before we sign any legal paperwork. Verbal confirmation from HCA to carry out reasonable remedial work.

## **EMAILS – PARISH COUNCIL** (since last PC meeting)

	Number
Emails received	197
Emails sent	117

*Paul Mahoney  
June 2016*



## **Appendix B**

### **County Councillor Reid's report**

#### **20 mph signs and Rooksdown identity**

Karen Ross continues to liaise on your behalf with Hampshire: I am trying to bottom out what has happened to the Officer who was dealing with this as he seems to have left the County's employ. No answer yet.

#### **Wellington Terrace**

No further update on the junction changes.

#### **Traffic calming / Lodge Junction / The Avenue**

The road works are making more visible progress. Motorists are getting fed up with the disruption. The works to Dinwoodie Drive have been put back to the originally agreed timing of 'after Lodge Junction'. This was at the reasonable request of the hospital who have always been concerned that the changes should not happen until Lodge junction was able to accommodate the extra traffic.

#### **Aldermaston Road Triangle**

You have the plans on your agenda tonight.

#### **Rooksdown School**

A placeholder: I will report news as it arises regarding plans for expansion.

#### **Road Adoptions**

So frustrating: all the necessary works that we discussed when setting the June target date have been completed. Unfortunately, works initiated by Virgin Media have provided another unplanned delay. It looks as if Virgin Media did not obtain consent for these works: there's little we can do about that other than to get them to reinstate to high quality without further delay.

The HCC Officers concerned have said that as soon as everything is completed, they will get the 'adoption papers' signed without waiting for customary Friday date.

#### **Build quality**

We continue to meet with residents affected by poor build quality on their new homes.

#### **Councillor Grants**

The scheme has restarted and I have received a contact from Rooksdown FC.

#### **Parking**

Cllr Bound and I have regular meetings with the hospital: it was as a result of the last one that we identified the concerns about the Dinwoodie Drive timings.

#### **Doctors' Surgery**

The date for starting work on the new doctor's surgery is still not fixed. However, the recent residents' demonstration with the 'Third Anniversary Cake' seems to have concentrated minds on the part of NHS Property.

### New Hospital

The CCG has not reported progress on its consultation. I met with the Hospital's CX last week to discuss 'what next?'

### Secondary Schools

I am in the middle of a series of visits to each of the secondary schools in the Borough. There is a perception that the secondaries do not perform as well as the primaries, and I want to find out why that is.

In parallel, Cllr Simon Bound and I have had a meeting with County Officers regarding Fort Hill School and the options that exist once Manydown is developed.

Stephen Reid, June 2016

**Appendix C**

<b>May 2016 Monthly Sheet</b>			
	Balance Brought Forward		66,629.49
	Interest		2.09
			<b>66,631.58</b>
EP	Came and Co	Insurance	521.73
EP	Karen Ross	Salary	805.51
EP	HMRC	Tax and Ni	35.70
EP	Karen Ross	Mileage	36.00
EP	Karen Ross	Salary Adjustment	3.26
			<b>1402.20</b>
	<b>Balance as at 31st May 2016</b>		<b>65,229.38</b>
		Current Account	10,356.69
		Savings Account	54,872.69

**Appendix D**  
**Internal Audit Report**

**Subject: Review of matters arising from Internal Audit for 31 March 2016**

Please find below the list of matters arising following my visit today. I found the records of the council to be in good order and that the visit went well.

<u>Control area</u>	<u>Issue</u>	<u>Recommended Action</u>
Standard documents	The Financial Regulations, Standing Orders and Risk Assessment were not reviewed during the year.	This should be done every year and particularly after any change in Proper Officer. The May 2016 review should be repeated annually.
Grant process	The council appears to use s.137 for all grants rather than the appropriate power where possible (also raised last year)	All members and the proper officer should make themselves familiar with the powers of Local Councils and apply budgeted expenditure appropriately.
Asset register	The fixed asset register used by the council does not comply with current guidance. It does not include purchase dates and does not show original cost.	Over the summer the Clerk should review the register to check existence, age and where possible original cost of all items in time for March 2017.
Subcommittees	During the year regular reference was made to subcommittees that do not exist.	Please ensure that only properly convened committee meetings are described as such.
VAT return	The VAT return was not timed to the end of the year.	VAT returns should be done at September and March to ensure accurate cut-off.
Membership Changes	The very high level of member resignations in the year implies that members are not being advised and supported in their roles and this is not good for local democracy. All members have equal rights and responsibilities in the body corporate advised by the Proper Officer.	All prospective and current members of the council should read <a href="#">the Good Councillor guide</a> and attend appropriate training so that the duties of the council can be spread evenly around the members to make best use of their time and skill sets.

Ultra Vires Expenditure	During the year the chairman claimed from public funds the sum of £366.15 for a pub meal which included over £100 spent on drink. Parish councils have no powers to act in such a manner and this use of public funds is not appropriate.	All members should appraise themselves of the powers in the Good Councillors guide. Parish Councils only have power to spend in the ways listed. Entertaining of Members is not allowed.
Ultra Vires Expenditure	At the end of the year, the chairman claimed for £100 of John Lewis vouchers which were apparently a gift for another person. Parish councils have no powers to make such gifts.	All expenditure should be minuted and approved in advance and where possible made by the proper officer rather than a councillor. Councillors should never present "fait accompli" expenses to meetings for reimbursement.
Reserves	The reserves of the council are currently significantly higher than the guidance, and good practice, of 3-6 months of expenditure.	Projects during 2016/17 should use up much of the reserves but then the budget should be reviewed accordingly.
Bank statement authorisation	Currently all payments are being checked and authorised by the RFO and the chairman only. It would be better for more than once councillor to do this in different months.	It is good practice for all of the members in rotation to check the bank statement back to the ledger. The payment list should be reviewed and agreed by different councillors each month.