



ROOKSDOWN PARISH COUNCIL

**MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL (RPC)
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 22 January 2018 at 1945**

	In Attendance	Apologies	Absent
Councillor Mahoney (Chairman)		✓	
Councillor Botten	✓		
Councillor Bound (Borough Councillor)	✓		
Councillor Hendon	✓		
Councillor Lovett	✓		
Councillor Mason	✓		
Councillor Payne	✓ From item 18/5		

Clerk:

Martin Whittaker

Also in attendance:

Michelle Biggs, Chair, Rooksdown Community Association (RCA)

Manydown project team representatives:

Andrew Reynolds, Project Director

Jess Harris, Operational Programme Manager

County Cllr Taylor

6 members of the public

18/1 To receive apologies for absence

Cllr Mahoney was unable to attend for personal reasons. In his absence, the motion being proposed by Cllr Bound, seconded by Cllr Hendon, **IT WAS RESOLVED** unanimously **that** Cllr Lovett would chair the meeting.

18/2 To receive and note any declarations of pecuniary interest and requests for dispensation in items to be discussed

Cllr Bound declared an interest in item 18/18 as an employee of the Rooksdown Community Association (RCA). Cllr Hendon declared an interest in 18/18 as the partner of Cllr Bound. Cllr Lovett proposed that Cllr Bound be granted dispensation, for this meeting, to be present and provide factual background for this item. The motion was seconded by Cllr Mason. **IT WAS RESOLVED** unanimously that Cllr Bound should be granted such dispensation.

18/3 To approve as a correct record the minutes of the Rooksdown Parish Council meeting of 11 December 2017

The motion being proposed by Cllr Lovett, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the minutes.

18/4 To invite members of the public to address the meeting (up to 15 minutes in total)

No members of the public wished to speak.

18/5 To receive an update from the Manydown project team

Cllr Payne joined the meeting during this item.

Andrew Reynolds, Project Director, Manydown, presented. The slides, together with an explanatory booklet, are attached as Annex 1 to these minutes.

The chairman invited questions from councillors and members of the public (please note this is a summary of the Q&A rather than a verbatim report):

- There is a rumour that Rooksdown Lane will have a No Right Turn, causing extra traffic in Rooksdown. Andrew Reynolds promised to clarify.
- Why a double roundabout rather than T junctions? The double roundabout was introduced by Hampshire Highways and gives greater capacity for the future.
- As no location is given for the Gypsy and Traveller site, each householder believes it might go next to them. Is it possible to give an assurance it will not be next to existing housing provision? Andrew Reynolds replied that this can't be done yet as more evidence is needed to support the location.
 - Will this be a permanent place of residence or a temporary site? Andrew Reynolds: permanent.
- What is the speed limit on the site? Andrew Reynolds: 30mph.
 - This will be insufficient to ensure that traffic flows fast enough to the M3, therefore a Western bypass will be necessary. Andrew Reynolds: 50mph would create a very different community.
- Will drainage tap into the existing network for Buckskin? Jess Harris: required to be a new system.
- What is distance between the 2 roundabouts? Jess Harris: will find out.
- When will the new proposals be open to responses? Andrew Reynolds: in 6 weeks.
- Cllr Payne observed that 4 lanes out 2 lanes in produced a very "industrial" entrance to a housing area.

The chairman thanked the attendees for the presentation and the questions.

18/6 To receive reports from:

- Chairman of Rooksdown Parish Council – no report received
- Clerk to the Parish Council
The Clerk reported that an accounts package had been installed: EasyPC Accounts from Mijan consulting. No charge was incurred as the Clerk was assisting with beta testing. This had enabled the simpler production of payment lists, VAT returns and bank reconciliations. The VAT reclaim for Oct 2016 to Sept 2017 had been submitted. The salt and the grit bins had now been received.
- County Councillor
Cllr Taylor reported that £140m of savings were required by HCC over the next 2 years. This will hit services such as children's services, waste management, community transport, etc. However, £845K will be available for voluntary organisations. He would like to cooperate with RPC to identify organisations that might benefit. Cllr Taylor also has a discretionary grant of £8K per year. There is £2K left in this year, so he asked for help to identify appropriate recipients. The Chairman stated that RPC had received a grant request for the Scouts today which would be appropriate for this. **ACTION** the Clerk will pass Cllr Taylor's details to the scouts.
Cllr Taylor also wanted to know if it would be appropriate to invite the Cabinet member for education, Cllr Edgar, to speak to the council about the school. **ACTION** RPC councillors will discuss this and report back to Cllr Taylor.
Cllr Bound reminded Cllr Taylor that bus routes 4 and 4a in Rooksdown are at risk. He will talk to Cllr Taylor outside the meeting.

- Borough Councillor
Road adoption for southern area: there has been a productive meeting with the developers (Taylor Wimpey). The adoption is about to take place but will probably proceed in phases. The first phase could be done in March.
Dinwoody Drive junction: new signage is being discussed.
Park Prewett North: development is ahead of schedule, but flats opposite Norrie Court are causing a bit of a holdup.
He will be talking again to the hospital about parking issues.
BDBC have agreed the terms for the new Leisure Park.
- Rooksdown Community Association
On invitation from the Chairman, Michelle Biggs reported that Christmas events had been very successful, and a series of events were being planned for the rest of the year.
- PCSO – no report received

18/7 To approve the Parish Council budget for 2018/19 – Clerk to present

The budget had been prepared by the finance working party in December. The Clerk had amended it to match the layout of the new accounts package. After some discussion, the motion being proposed by Cllr Lovett, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to approve the budget, included as Annex 2 to these minutes.

18/8 To agree the Parish Precept for 2018/19 and sign the appropriate forms

The motion being proposed by Cllr Lovett, seconded by Cllr Mason **IT WAS RESOLVED** unanimously to approve a precept of £30,008, equivalent to £18.20 for a Band D household. The form was duly completed and signed by the Chairman, Clerk, and the above councillors.

18/9 To approve payments

18/9.1 Approval of payment of £150 to locum clerk 26/7/17 - chairman to report

Cllr Lovett explained that formal approval of this payment had been overlooked, though the payment had been made in July. The motion being proposed by Cllr Lovett, seconded by Cllr Hendon, **IT WAS RESOLVED** unanimously to approve the payment.

18/9.2 Approval of payments as per list

The motion being proposed by Cllr Hendon, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to approve the payments listed below. The payment sheet was checked and signed by them, and passed to Cllr Botten for authorisation.

Date	Ref	Supplier / customer	Bank Account	Total	Payment
23/01/18	633	Rooksdown Community Association	Hall hire	11.00	
23/01/18	636	Rooksdown Community Association	Office costs	15.00	
23/01/18	638	Rooksdown Community Association	Hall hire	34.00	
23/01/18	661	Rooksdown Community Association	Office costs	15.00	
					75.00
23/01/18		Clerk	Salaries	597.14	597.14
23/01/18	INV-2152	Hampshire Association of Local Councils	Training	24.00	24.00

18/10 To approve bank reconciliations

Postponed to the next meeting.

18/11 To review payment of councillor expenses – Clerk to report

The Clerk had consulted HALC about payment of councillor expenses and had been told that all purchases should be made by or through the Clerk where reasonably possible. Where councillors

incurred expenditure, in order to reclaim VAT correctly, all invoices should be in the name of the Council.

The Clerk had also reworked the expense form to show VAT and distributed it to all councillors.

18/12 To approve RPC's Dignity at Work Policy – Councillor Bound to present

The motion being proposed by Cllr Payne, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to approve the policy. **ACTION:** Clerk to produce a clean copy and distribute to councillors, and place on the website.

18/13 To note the partial refund of the Clerk's Office 365 upgrade of £37.85+VAT – Clerk to report

Duly noted.

18/14 To note expenditure on Transparency update meeting for the Clerk – Clerk to report

Now on payments list.

18/15 To discuss allotments

18/15.1 Receive an update

The Clerk reported that he had been in regular email contact with Sooh Boocock at BDBC. There were further delays to the completion of weeding and rotavation, but these had now been planned for this month.

The original S106 agreement had included a toilet, which seems essential due to the distance of the allotments from most of the residents. However, BDBC had deleted this for reasons which are not entirely clear. We have no option but to accept this, but the Clerk was trying to ensure that the new allotments being delivered as part of Phase 2b would be provide with a toilet.

The s106 required the allotments to be transferred from the developers to BDBC – and then presumably to RPC – but was silent on the costs associated with this. Persimmon were adamant that this must be at nil cost (ie with no commuted sums for maintenance), otherwise they would retain the allotment land within the management company. This would lead to significant extra administration as the management company would need to mitigate their risks. Therefore the Council needs to consider whether it would be prepared to accept a nil cost transfer.

The meeting decided that as handover appeared to be imminent, a public meeting to discuss the allotments should be scheduled for the last Friday in Feb. **ACTION:** Clerk to arrange.

18/15.2 Discuss terms of transfer and resolve accordingly

This would depend on the outcome of the site meeting, still to be finalised, in early February.

18/16 To receive an update on the Skatepark – Cllr Payne to report

The installation was going well and was on target for March completion.

18/17 To review the content and production of the Rooksdown Reporter – Chairman to introduce

In the absence of Cllr Mahoney this was held over to the next meeting.

18/18 To note advice received on the loan to Rooksdown Community Association (RCA) – Clerk to report

Cllr Hendon left the meeting for this item.

The Clerk had consulted HALC about payment of the loan. The only additional advice received was that the Council's insurers should be advised of the loan.

However, the improved forecasting from the new finance system showed that the forecast reserves at year end would at £69K be lower than previously thought. Therefore, retaining a suitable reserve would mean that it might be unwise to offer a loan of more than £52K. Councillor Bound reported that this would be satisfactory as the price of the community units had been reduced significantly by the amount already owed to the community by the developers.

Cllr Bound left the meeting for the rest of this item.

The motion being proposed by Cllr Payne, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to revise the amount of the loan to RCA to a provisional figure of up to £52,000, subject to revision in the light of changes in the final cost.

18/19 To discuss tasks to be undertaken on behalf of RPC by the handyman contracted to the Rooksdown Community Association.

Because of lack of time, this was held over to the next meeting.

18/20 [17/04248/CC3](#) Castle Hill Primary School Rooksdown Campus, Park Prewett Road, BASINGSTOKE RG24. Construction of a new two-storey building containing eight classrooms and associated facilities, hard and soft landscaping, additional car parking, emergency vehicle access, and enhancements to play areas. Due 23/1/18.

The motion being proposed by Cllr Payne, seconded by Cllr Hendon, **IT WAS RESOLVED** unanimously to support the application despite there being no drop off point for children. With this in mind, RPC asks HCC to note the following points:

- Parking at the school is very limited and there are no car parks close enough to be useful.
- The pedestrian access needs to be made as easy as possible
- The Borough Councillor, Simon Bound, has obtained agreement from Homes England and Barratt Homes that pedestrian paths connecting their development with the northern side of the school can be built at no cost to HCC.
- We would request that HCC ensures that these paths are added as a condition of consent.

18/21 [17/03790/FUL](#) | Change of use of land to residential land enclosed by 2 metre high boundary wall and fence | 4 Trenchmead Gardens Basingstoke RG24 9ST. Due 29/1/18.

The owners wished to enclose amenity land, apparently in their possession, between the existing wall and the pavement.

The motion being proposed by Cllr Scott, seconded by Cllr Payne, **IT WAS RESOLVED** unanimously to object to the application on the grounds of:

- Sightlines for traffic turning left from in front of number 4
- Harm to the street scene
- Loss of visual amenity for road users
- The erection of a new 0.3m fence from the pavement would narrow the available footpath and cause difficulties to people with wide child buggies.
- The planned pyracantha would offer a danger of injury to passers-by.

18/22 (Adjoining Parish consultation) [17/04139/RES](#) Phase 2B Merton Rise Chineham Lane Basingstoke Hampshire. Reserved matters application following outline approval of BDB/73174 for 98 dwellings with details of scale, layout, appearance, Access and Landscaping, with associated open space and car parking

The motion being proposed by Cllr Lovett, seconded by Cllr Payne, **IT WAS RESOLVED** unanimously to offer no objection.

18/23 Chairman's correspondence

18/24 Clerk's correspondence

The Clerk had been informed that BDBC no longer wished to charge for Parish Council elections.

18/25 Chairman to close meeting

There being no further business, the Chairman closed the meeting at 2215.

Annex 1

A1.1 Manydown presentation slides

(click to display full set)

29/01/2018



A1.2 Explanatory Booklet

(Click to display full booklet)



Proposed changes to outline planning application for Manydown



These boards were displayed at an information event giving an update on the outline planning application for Manydown in January 2018. They provide a brief background to the proposed development, together with an overview of the changes being proposed.

www.manydownbasingstoke.co.uk



Annex 2

Rooksdown Parish Council Budget 2018/19

PRECEPT BUDGET	
Payments	
Miscellaneous Payments	0
Allotments	1000
Misc expenditure	500
Events	350
Repairs and Maintenance	0
Councillor expenses	100
Training	500
Section 137 payments	0
Grants and Donations	2500
Subscriptions	910
Insurance	550
Audit fees	550
Hall hire	600
Chairman's allowance	50
Clerks expenses	500
Printing and publication	1600
Total Other Payment	9710
Staff costs	
Salaries and allowance	15000
Pension cotributions	0
Total Staff costs	15000
Administration	
General admin	0
Phone	100
Payroll	60
Books	200
IT and support	500
Handyman	10560
Professional fees	0
Total Administration	11420
Total Payments	36130
Receipts	
VAT Repayments	500
Miscellaneous Receipts	0
Bank interest	50
Grants and Donations	

CTS	517	
Litter Grant	3000	
S106 contributions		
Allotments	20000	
Other receipts	0	
Total Other Receipts		<u>24067</u>
Precept	30008	
		<u>30008</u>
Total Receipts		<u>54075</u>
Balance transferred to reserves		<u>17945</u>

RESERVES

Opening balance (forecast)	74000	
Transfer in	17945	(from above)
Transfer out	0	
Closing balance		<u>91945</u>
Represented by		
LIF contribution (10% of £278K)	27800	
Skate park contribution	5000	
Seats and bins contribution	5500	
Speed Limit Reminder Sign (SLR)	500	
Allotment reserve	19000	
General reserve	34145	
		<u>91945</u>