



ROOKSDOWN PARISH COUNCIL

**MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL (RPC)
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 26 March 2018 at 1945**

	In Attendance	Apologies	Absent
Councillor Mahoney (Chairman)	✓		
Councillor Botten	✓		
Councillor Bound (Borough Councillor)	✓		
Councillor Hendon	✓		
Councillor Lovett	✓		
Councillor Mason	✓		
Councillor Payne	✓		
Councillor How	✓		
Councillor Harris	✓		

Clerk:

Martin Whittaker

Also in attendance:

Jennet Brocklebank

Michelle Biggs, Chair, Rooksdown Community Association (RCA)

Both attendees gave their permission for their names to be recorded in the minutes.

18/51 To receive apologies for absence

None.

18/52 To invite new councillors to sign Acceptance of Office

The Chairman welcomed the new members, Cllrs How and Harris. They signed the Acceptance of Office, which was countersigned by the Clerk.

18/53 To receive and note any declarations of pecuniary interest and requests for dispensation in items to be discussed

None, but Cllr Payne pointed out that if adoption of the Southern Area were to be discussed under item 18/73, he would have an interest.

18/54 To approve as a correct record the minutes of the Rooksdown Parish Council meeting of 22 January 2018

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

18/55 To discuss matters arising from the minutes

None. All actions complete.

18/56 To invite members of the public to address the meeting (up to 15 minutes in total)

None.

18/57 To receive reports from:

- Chairman of Rooksdown Parish Council:

- The Chairman's written report is included as Appendix A.
- He also asked Cllr Payne to give an update on the skate park. Cllr Payne reported that the site was still short of the youth shelter and bins, which should be delivered in the next few weeks. After these were installed the remaining muddy area would be seeded. Cllr Bound offered to email BDBC to check progress.
ACTION Cllr Bound.
- The Chairman asked Cllr How for an update on the issues with contractors on the Trumpet Junction site. As it appeared that the contractor had not complied with to the assurances given to RPC (as listed in the Annex), the Chairman agreed to contact the contractor and Homes England to make the Council's position clear.
ACTION Chairman.
- Clerk to the Parish Council: the Clerk reported on the General Data Protection Regulations (GDPR) seminar he had been to the previous week:
 - GDPR becomes law on 25 May 2018
 - It will require much closer control of all information from which a person can be identified (eg name and address, email address, photo)
 - Such data must only keep as long as necessary for the original purpose, therefore emails and files must be culled regularly
 - Hard copy data must be kept securely
 - Explicit opt-in is required before information can be used for anything other than the purpose for which it was provided
 - Members need to be very careful how they use information obtained from RPC on any personal devices such as laptops and phones: if any information is copied on to these devices it should be deleted as soon as it has been read or processed
 - Advice from HALC is that the Clerk should be the Data Protection Officer (DPO), and that a committee of Councillors would act as the Data Controller – responsible for establishment of data protection policy
 - Cllrs Harris, Mahoney, Lovett and Botten offered to serve on the Data Controller Committee.
 - The Clerk would provide further details for the next meeting. **ACTION Clerk.**
- County Councillor – apologies received: on annual leave
- Borough Councillor: Cllr Bound reported:
 - Boundary review for Borough Councillors. There is a move to standardise on 3 Borough Councillors per ward, but with overall numbers being reduced from 60 to 54, giving an electorate of about 8400 per councillor. Rooksdown will lose its exclusive councillor and share three with a larger area. Closing date for the consultation is the middle of May. The Clerk was asked to put this on the agenda for the April Meeting. **ACTION Clerk.**
 - White lines have now been repainted outside Park Prewett Community Centre and the Pharmacy.
 - Extension for school has been approved
- Rooksdown Community Association: the Chairman asked the RCA Chair, Michelle Biggs, to report:
 - The RCA is progressing the purchase of community units
 - Discussions had started about the summer fair and skate park launch.
- PCSO – no report received
 - The Chairman asked for report on recent spate of thefts, attendance at APM, and suitable for publication in RR. **ACTION Clerk.**

18/58 Manydown development update – Chairman to report

Nothing to report.

18/59 To approve payments

The motion being proposed by Cllr Lovett, seconded by Cllr Botten, **IT WAS RESOLVED**

unanimously to approve the payments listed below. The payment sheet was checked and signed by them and passed to Cllr Mahoney for authorisation.

For future meetings, the Clerk was asked to provide a copy of the payment list for members at the beginning of the meeting. **ACTION Clerk.**

Date	Account	Description	Supplier	Total	Amt paid
27/03/18	Clerks expenses	Padlocks for allotments	Screwfix	47.97	
27/03/18	Clerks expenses	Car to Rooksdown	M Whittaker	9.00	
27/03/18	Clerks expenses	Eastleigh parking	M Whittaker	4.40	
27/03/18	Clerks expenses	Car to Eastleigh	Eastleigh BC	28.80	
27/03/18	Salaries	March salary	M Whittaker	597.34	
					687.51
27/03/18	Councillor expenses	RPC phone - Cllr Payne expenses	Giffgaff	60.00	60.00
27/03/18	Grants and Donations	Grant as per minute 18 41	Rooksdown Scout Group	420.00	420.00
27/03/18	Hall hire	Hall Hire	RCA	34.00	
27/03/18	Office costs	Office Rent	RCA	15.00	
					49.00

The Clerk was asked to arrange for members who were not currently bank signatories to be added to the account. **ACTION Clerk.**

18/60 To approve bank reconciliations

The Clerk presented the following reconciliations for approval:

- Treasurers account: 28/2/18
- Business Bank Instant 23/2/18

After examination by members the Chairman signed the reconciliation sheets.

18/61 To discuss arrangements for councillor training

The following courses were suggested by the Clerk:

- Councillor Development course: "The Knowledge" (pt1) Eastleigh, 27/9/18, 1830-2030
"Core Skills" (pt2), Eastleigh, 4/10/18, 1830-2030

However, as many of the council had not been on the course, the Clerk was asked to investigate the provision of the course in Rooksdown and report to the next meeting. **ACTION Clerk.**

18/62 To receive update on the allotments, receive reports from the allotment meetings on 9 March and 21 March, and make any necessary decisions – Cllrs Mason and Hendon to report.

Cllr Mason updated the meeting with the main points:

- The 9 March meeting was attended by 18 members of the public: prospective allotments holders and neighbours of the allotment site.
- The key issues that had come to light concerned parking, sheds, bonfires, toilet, livestock and allotment fencing.
- It had been decided that, because the allotments would not be handed over as quickly as had been thought, and because of some issues with its formation, the first meeting of the Allotments Working Group (AWG) had been postponed.

- Cllr Lovett had prepared an initial draft of the allotment rules, based on a standard set supplied by BDBC. He pointed out that the draft was still at an early stage and was expecting it to be modified by the AWG.

Parking

Residents of the area around the allotments had been concerned that there was insufficient parking on the allotment site; however, these fears had largely been assuaged, with no significant issues remaining.

Sheds

There appeared to be no significant remaining issues with allowing sheds. The motion being proposed by Cllr Lovett, seconded by Cllr Hendon, **IT WAS RESOLVED** unanimously to allow sheds as per the BDBC rules.

Bonfires

The motion being proposed by Cllr Lovett, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to allow bonfires only in purpose-built incinerators in a designated communal area.

Toilet

Cllr Lovett stated that he had made a speculative initial LIF application for £9000 (plus £1000 RPC contribution) for a toilet on the site. However, he had been informed that this was unlikely to be granted as it did not benefit sufficient residents. Because of this and uncertainty about the necessity for a toilet, it was suggested that any decision be delayed for 6 months. The motion being proposed by Cllr Lovett, seconded by Cllr Hendon, **IT WAS RESOLVED** unanimously so to do.

Livestock

The feeling of the meeting was that allowing livestock on the allotments during the set-up phase would be problematical. The motion being proposed by Cllr Lovett, seconded by Cllr Bound, **IT WAS RESOLVED** unanimously to ban livestock on the allotments for at least the first 12 months, pending review & recommendation by the AWG. For avoidance of doubt, "livestock" in this case does not include dogs, kept on a short lead whilst at the Allotments.

Fencing

As some of the allotments would be split into halves, the existing fencing would need to be modified to allow access. Similarly, a divider would have to be created. The motion being proposed by Cllr Bound, seconded by Cllr Payne, **IT WAS RESOLVED** unanimously to set a budget of £2000 from the allotment reserve to do this work. Cllr Lovett had obtained one quote for this work, and the Clerk was asked to obtain one or more competitive quotes. **ACTION Clerk.**

AWG

After considerable discussion, there was general agreement that neighbours of the allotment site should be represented on the working group. It was also emphasised that the AWG was purely to advise RPC on the allotments in the set-up phase. With this in mind, the motion being proposed by Cllr Bound, seconded by Cllr Payne, **IT WAS RESOLVED** unanimously to form the AWG from the 5 allotment holders and 1 neighbour that had volunteered, plus Cllrs Hendon and Scott.

During the discussion of these items but before the motions were proposed, the Chairman asked Jenneth Brocklebank to comment. She made a number of interesting suggestions.

18/63 To review the content and production of the Rooksdown Reporter – Chairman to report

The Chairman stated that after some discussion it had been decided to issue the next edition of the Rooksdown Reporter (RR) after the AGM. The provisional dates for initial copy would be 23 April, with final copy by 30 April. The Chairman would contact members asking them for contributions, and the final version would be co-ordinated by Cllr Bound, the Chairman and the Clerk.

18/64 To discuss arrangements for the Annual Parish Meeting – Chairman to report

This is confirmed for 16 April. The Chairman will prepare an agenda and advertise the event after Easter. He will also contact all those Councillors who should also speak at the meeting, and all papers and slides should be submitted by 6 April. The agenda should also be posted in the Sherborne fields area. **ACTION Chair.**

18/65 To discuss participation in the Parish Lengthsman Scheme – Cllr Payne to introduce

Deferred to next meeting due to lack of time.

18/66 To approve Financial Risk Register – Clerk to report

Deferred to next meeting due to lack of time.

18/67 To discuss and approve changes to the Council's procedure for receiving grant applications – Chairman to introduce

Deferred to next meeting due to lack of time.

18/68 Planning applications

18/68.1 [18/00229/ROC](#) | Variation of condition 2 of BDB/68205 to allow continued siting of modular building | North Hampshire Hospital Aldermaston Road Basingstoke RG24 9NA, due 22 March

The motion being proposed by Cllr Mahoney, seconded by Cllr Lovett, **IT WAS RESOLVED** unanimously not to comment on this application.

18/68.2 [18/00491/HSE](#) | Erection of single storey extension | 19 Barron Place Basingstoke RG24 9JS, due by 23 March

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

Applications not on the agenda:

18/68.3 [18/00248/HSE](#) | Conversion of part of garage to living accommodation | 8 Owen Way Basingstoke RG24 9GH

As this site has parking for 4 vehicles it was felt that the loss of the garage would not result in a significant loss of parking space. Therefore, the motion being proposed by Cllr Payne, seconded by Cllr Lovett, **IT WAS RESOLVED** unanimously to offer no objection.

18/69 To consider the purchase of additional bags of salt – Cllr Lovett to report

The motion being proposed by Cllr Lovett, seconded by Cllr Mahoney, **IT WAS RESOLVED** unanimously to order 80 bags of salt to replace those used recently, giving Cllr Lovett as the delivery contact.

Cllr Lovett also asked the Clerk to ask HCC about replacing the RPC grit bins with HCC ones in the areas that have been adopted. This will allow the RPC bins to be relocated where required. It was suggested that a number of bins needed to be located on Sherbourne Fields side of Rooksdown. **ACTION Clerk.**

18/70 To consider setting up the Clerk's basic salary as a standing order

The motion being proposed by Cllr Mahoney, seconded by Cllr Lovett, **IT WAS RESOLVED** unanimously to set up the Clerk's basic salary as a standing order. **ACTION Clerk**

18/71 To consider the purchase of a Hootsuite subscription to improve the councils social media presence – Clerk to report

Deferred to next meeting due to lack of time.

18/72 To consider the introduction of badges for Councillors – Cllr Lovett to introduce

The motion being proposed by Cllr Lovett, seconded by Cllr Mahoney, **IT WAS RESOLVED** unanimously to allocate a budget of £100 for purchase of badges for all members and officers to include name, photo and the RPC logo. **Action Clerk.**

18/73 To consider planting to create a visual barrier to the “Trumpet Land” area - Cllr Payne to introduce

Deferred to next meeting due to lack of time.

18/74 Chairman’s correspondence

None

18/75 Clerk’s correspondence

The Clerk reported that Sherfield and St Mary Bourne Neighbourhood Plans have now been made.

18/76 Chairman to close meeting

The meeting was closed at 22.30.

18/77 Closed item – Exclusion of Press and Public.

To consider passing the following resolution:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt, legal and contractual matters as defined in Paragraph1 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.

The motion being proposed by Cllr Mahoney, seconded by Cllr Lovett, **IT WAS RESOLVED** unanimously to close the meeting to press and public. The Clerk also left the meeting.

The motion being proposed by Cllr Mahoney, seconded by Cllr Lovett, **IT WAS RESOLVED** unanimously that the Clerk had successfully completed his probation period and in May was to become permanent Clerk and Responsible Financial Officer for Rooksdown Parish Council. Chairman to confirm in writing to Clerk. **ACTION: Chairman**

The motion being proposed by Cllr Mahoney, seconded by Cllr Lovett, **IT WAS RESOLVED** unanimously that the Clerk’s salary to be increased to £15 per hour with effect from May 2018. Chairman to confirm this amendment in writing to the Clerk and also to advise Diane Malley. **ACTION: Chairman**

APPENDIX A

Chairman's Report for Rooksdown Parish Council meeting – March 2018

Thanks to Parish Councillors for their messages of support following my family bereavement.

Thanks to Cllr Lovett for chairing the Parish Council meetings in January & February.

New Councillors

Welcome to Dan Harris & Douglas How as newly co-opted Councillors for Rooksdown Parish Council.

Allotments

There is a separate item for Allotments on the agenda but just wanted to thank Martin, Parish Clerk, for the work that he has undertaken to getting to the good position we are now in with regards to the Allotments with the support of Cllrs Lovett, Mason & Hendon amongst others.

Skate Park

Great to see the opening of the Skate Park ... however ...

- as many will have seen on social media pages, complaints have been made regarding litter and the fact that a bin which was in the plans for the project has not yet been installed
- John Martin, Head Teacher at the school has raised concerns about the activities that are taking place with local youths who are accessing the new skate park. His concerns include intrusion onto the school site, foul language, parental concern over the “smell of drugs” and other generally poor behaviour, noise and disruption to the school. HCC are looking to set up a meeting with representatives from the Parish Council & the school to further discuss

TRO to extend 20mph limit to Barron Place, Florence Way, Gander Drive, Gillies Drive & Nightingale Gardens

HCC have confirmed that the process to extend the 20 mph limit to Barron Place, Florence Way etc is nearly complete. The existing 20mph signs on posts after the walled entry off A339 will be removed and placed at the walled entry location to show the boundary of the speed limit.

I am currently looking to re-arrange a meeting with the Traffic Management Engineer at HCC (which had to be cancelled due to my personal circumstances) – to discuss the options for the walled entrance to Rooksdown from A339 and will report to a future Parish Council meeting.

I will also look to re-engage with the SpeedWatch group & arrange some sessions.

Adoption of the Southern Area

Simon & I continue to discuss the adoption of the Southern Area.

The Southern Area has been split into three areas for the purposes of snagging inspections:

- Area 1 - Pumphouse Way
- Area 2 – between Peggs Way and Owen Way
- Area 3 – the reminder (south of Peggs Way)

The proposal is to complete all the snagging works at the same time and to complete the legal dedication of the whole of the Southern Area roads excluding the Persimmon/“DFM site” and the top of Pumphouse Way, under one agreement. The Avenue, top of Pumphouse Way (north of 1st Persimmon house) and the roundabout will be adopted separately.

The snagging lists for each of the above 3 areas are to be shared in the Parish Council meeting, produced by Angela Anderson at HCC. Devines will do all the works that need completing and are targeting a start date of 3rd April, to complete everything by end of April (will take 3-4 weeks max.). The remedial works will then be subject to a further inspection by HCC.

In terms of the street lights (SLs) - all have been inspected by Taylor Wimpey's lighting contractors (Epsilon) and test certificates to be issued to HCC. There is one struck SLC to be moved (slightly) and replaced (by Old Barn Mews). Epsilon will erect the new street column and GTC will need to disconnect and energise the new SLC, Devines to make good. SSE (HCC's lighting PFI partner) will inspect all SLCs when this work is done. These inspections are being arranged fairly quickly by HCC for the outstanding 'historic adoptions' sites.

Given that the works highlighted are fairly minor, HCC and Homes England will start 'warming up' their respective solicitors to discuss the Deed of Dedication for completion of this standard document in May/June. This is good news.

We will keep close to it and update in future Parish Council meetings.

Trumpet Junction / Squirrels Wood

Most of you will remember the Parish Council meeting in September 2017 when Kim Slowe, Managing Director and Neil Hyland, Construction Director of designyourhome.com came to give a presentation to the Council and residents regarding the progress of plans and their intentions regarding Squirrel Wood.

The minutes from this meeting can be found [here](#)

Unfortunately, since that date...

- 1) **No contact whatsoever** from Kim Slowe / Neil Hyland since the Parish Council meeting in September
- 2) Despite suggesting that they would set up a monthly meeting '**for the community to be able to share any issues they have**' along with the commitment that '*every resident on the routes in and out will have the site manager's phone number and will be given advance notice of major movements*', **they have just not bothered.**
- 3) We were assured that vehicle size would be limited where possible and larger vehicles would have to stop on roads in towards the area, phone ahead and then have someone sent out to guide them in. **No evidence of this taking place (in the photographs below)**
- 4) We were assured that deliveries for this site would be between 10am and 3pm to avoid heavy traffic ... **clearly not.**

8.30am – 22/3/18:





5) 'A commitment was also given to keep the roads clean' – clearly not.



All very, very disappointing for the residents of Rookdown.

Paul Mahoney March 2018