



ROOKSDOWN PARISH COUNCIL

**MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL (RPC)
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 23 April 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:

Michelle Biggs, Chair, Rooksdown Community Association (RCA)
Dru Hawthorn and Sarah Corbett, Chair, Rooksdown Revellers WI
Neil Hyland, Head of Construction, Places for People
Andre McHugh, Site-based Project Manager, Places for People
Joe Stewart, Senior Site Manager, Places for People

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

18/78 To receive apologies for absence

Cllrs Lovett and Botten gave apologies

18/79 To receive and note any declarations of pecuniary interest and requests for dispensation in items to be discussed

None.

18/80 To approve as a correct record the minutes of the Rooksdown Parish Council meeting of 26 March 2018

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

18/81 To discuss matters arising from the minutes

All actions complete except:

- Clerk to give GDPR update – on agenda
- Clerk to arrange for councillor name badges - ongoing
- Clerk to set up salary as a standing order – waiting for revised figures for May.

18/82 To invite members of the public to address the meeting (up to 15 minutes in total)

None.

18/83 To receive a report from the Rooksdown WI on use of RPC grant

Dru Hawthorn, Chair of Rooksdown Revellers WI, described how the RPC grant had been spent. Though members expressed disappointment that the number of WI members had gone down, they considered that the conditions of the grant had been met.

18/84 Trumpet Junction update - Neil Hyland, Head of Construction, Places for People (PfP)

Mr Hyland provided an update on the Trumpet Junction development and answered members' questions.

It was agreed that PfP would:

- Rework and reissue the newsletter shown to RPC, emphasise working in partnership with RPC and the Borough Councillor and distribute it appropriately
- Produce a timetable for the next 3 quarter-years of development
- Attend the next RPC meeting and report progress. **Action Clerk to invite.**

18/85 To consider planting to create a visual barrier to the "Trumpet Land" area - Cllr Payne

Cllr Payne volunteered to develop ideas and report back to the next meeting. **Action Cllr Payne.**

18/86 To receive reports from:

- Chairman of Rooksdown Parish Council:
 - The Chairman's written report is included as Appendix A.
- Clerk to the Council
 - The allotments working group meeting would be on 26 April
 - Allotments progressing, but issues with conveyancing and commuted sums
 - The bank "Full Signatories" list was out of date and would be revised at the next council meeting
- County Councillor – written report received. He has written to HCC with a list of points to be answered.
- Borough Councillor: none
- Rooksdown Community Association: the Chairman asked the RCA Chair, Michelle Biggs, to report:
 - Now very focused on Summer Fair. There will be an item on the next agenda to discuss joint proposals.
- PCSO – The new PCSO, Charlotte Moring sent a written report
 - Currently this year there has been a decrease in the amount of anti-social behaviour in the area compared to last year
 - There has been throughout the school holidays more reports of youths at the new skate park causing nuisance. With the school holidays fast approaching expect more children to be at the parks and hanging out with friend in the local area.
 - The total crimes reported has gone up in comparison to the previous year
 - 2 thefts from vehicle in the last 30 days, a reminder to secure cars and make sure no valuables are on show before leaving your cars.
 - 2 Burglaries other than a dwelling in the last 30 days
 - 1 residential burglary in the last 30 days make sure properties are secured before leaving and there are other measures that can be used to secure houses e.g. CCTV, sensor lights and alarms
 - Officers are regularly patrolling the area and giving crime prevention advice to those around the area.

- The Clerk will ask for her to attend the next meeting. **Action Clerk.**

18/87 Manydown development update – Chairman to report

Nothing to report. Waiting for the application to be scheduled by Development Control.

18/88 To review the provisional year-end financials – Clerk

The members noted the financial report.

18/89 To approve payments

The motion being proposed by Cllr Hendon, seconded by Cllr How, **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.

Date	Description	Supplier/customer	Account	Total	Payment
27/03/18	Filing cabinet keys	Replacement Keys	General admin	-8.95	Card
27/03/18	Phone bill	giffgaff	General admin	-5.00	Card
03/04/18	File dividers	Morgans Direct	General admin	-2.00	Card
	HALC				
24/04/18	membership fee	HALC	Subscriptions	-779.00	
	Clerk GDPR				
24/04/18	training	HALC	Training	-48.00	
					-827.00
24/04/18	Hall hire	RCA	Hall hire	-34.00	
24/04/18	Hall hire	RCA	Hall hire	-24.00	
24/04/18	Hall hire	RCA	Hall hire	-24.00	
24/04/18	Office rent	RCA	General admin	-15.00	
					-97.00
			Salaries and		
24/04/18	Tax and NI (Q4)	HMRC	allowance	-859.25	-859.25
			Salaries and		
24/04/18	Salary	Clerk	allowance	-780.86	-780.86
24/04/18	APM expenses	Cllr P Mahoney	General Admin	-80.80	-80.80
24/04/18	80 bags salt	Just Salt Ltd	Misc expenditure	-480.00	-480.00

18/90 To establish process for approving bank reconciliations, and so approve latest reconciliations – Clerk

The clerk talked through the briefing he had issued to the council:

- The purpose of the bank rec is to show that the closing balance on the cashbook (ie the accounts system) at a given date is the same as on the bank statement. The checking and signing of it is just making sure that the RFO has checked they are OK, or if they're not, there is a good reason. Therefore (assuming the RFO has do their job properly) all councillors need to do is check the closing balance against the statement.
- Therefore the procedure is:
 - The Clerk enters all transactions in the cash book
 - The Clerk receives a statement, reconcile the accounts and check they balance
 - The Clerk prints out the reconciliation showing they balance
 - Councillors check:

- The reconciliation balance and the closing balance are the same as on the statement
- Any discrepancies (ie uncleared payments listed on the reconciliation) are obvious, or are explained by the Clerk and minuted
- The designated person (usually the Chairman) signs the reconciliation and the statement

The motion being proposed by Cllr Mahoney, seconded Cllr Hendon, **IT WAS RESOLVED** unanimously to approve this procedure. The Clerk would publish the approved version on the website **Action Clerk**.

The Clerk presented the following reconciliations for approval:

- Treasurers account: 29/3/18
- Business Bank Instant 23/3/18

After examination by members, the motion being proposed by Cllr Mahoney, seconded Cllr Hendon, **IT WAS RESOLVED** unanimously to approve the reconciliation sheets.

18/91 To discuss arrangements for councillor training

The clerk reported:

- Evening councillor training is Sept 27 and Oct 4 1830-2030, cost £90 each (ie £630 for 7)
- In-house training wouldn't be before October and would cost £400 x 2 for min 10 people. Other local councillors could be invited to make up the numbers.
- There is a daytime course at the golf club 4 July 1000-1500

Nobody was available for the 4 July course and transporting 7 people to Eastleigh would be expensive and disruptive. Therefore the Clerk was asked to arrange in house training as soon as practical **Action Clerk**.

18/92 Allotments

No further update available.

18/93 To review the Annual Parish Meeting and take appropriate actions – Chairman

It was generally felt that things went well, though the poor public attendance was unfortunate. The general feeling was that it should be pitched more as a community event.

18/94 To review content and production of the next edition of the Rooksdown Reporter – Chairman

Cllr Mahoney has pulled together various pieces and will send to Cllr Bound in the next few days.

18/95 To discuss participation in the Parish Lengthsman Scheme – Cllr Payne to introduce

Cllr Payne explained that RPC could obtain funding from the "lead parish" for work around the parish. It was not entirely clear what type of work could be undertaken, but it could include drainage, ditches, signage cleaning and repairs, vegetation clearance, sweeping, graffiti...

Cllr Payne agreed to explore the options further with neighbouring parishes and report to the next meeting.

18/96 To approve Financial Risk Register – Clerk to report

The motion being proposed by Cllr Mahoney, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to approve the register. The Clerk would publish the approved version on the website **Action Clerk**.

18/97 To approve revised Dignity at Work policy – Chairman to introduce

Cllr Mahoney explained that the previous version did not conform to the Equality Act and had been updated by the Clerk. the motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to approve the revised policy.

18/98 To discuss and approve revisions to the procedure for considering grant applications – Chairman to introduce

The clerk had revised the grant criteria with minor changes and a clarification of the decision-making process. He had also updated the application form to show the correct address and formatted as a fillable Word form.

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the new documents. The Clerk would publish the approved versions on the website **Action Clerk**.

18/99 To discuss possible response to the [BDBC boundary review](#) and consider a response by 7 May – Cllr Bound

Cllr Bound summarised the outcome of the review. The two major changes, on the advice of the Boundary Commission, was that the number of councillors should be reduced, and all wards would have 3 councillors. Single-member wards would still be possible provided there were good reasons, eg small natural communities. This raised two questions:

- Would Rooksdown prefer to continue as a single member ward?
- If not, where should the boundary for 3-member ward be?

At the request of the chairman, Cllrs Bound and Hendon agreed to leave the room for the remainder of the discussion.

In view of the lack of time at this meeting, the chairman decided that the only way to resolve this was to call an EM to draft a response. Therefore he called meeting for 1930 on Monday 30 April.

18/100 To discuss continued participation in the HALC HR consultancy service – Chairman to introduce

The motion being proposed by Cllr Mahoney, seconded Cllr JP, **IT WAS RESOLVED** unanimously to continue to pay.

18/101 GDPR update – Clerk to report

The clerk reported that he was working on:

- Data audit – draft complete
- Action plan – draft in production
- Policy document draft in production
- Privacy statement – not yet started

It was important to set up the data controller committee before the GDPR implementation date of 25 May. The Clerk would send out possible dates to those who had volunteered to join the committee **Action Clerk**.

18/102 Planning applications

1. [18/00961/HSE](#) | Erection of single storey extension | 19 Barron Place Basingstoke RG24 9JS

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

Applications not on the agenda: none.

18/103 Chairman's correspondence

None

18/104 Clerk's correspondence

- New model standing orders received, with changes for GDPR these would be implemented when further progress had been made with GDPR

18/105 Chairman to close meeting

The meeting was closed at 1045pm.

APPENDIX A

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

Annual Parish Meeting 16 April 2018

Thanks to Parish Councillors for attending the Annual Parish Meeting last Monday.

I know there is a separate agenda item to review the APM and take appropriate actions – but think that it showcased the great work that the Parish Council has done over the last 12 months and set out some of the priorities for 2018 / 2019.

We have since had an update from the Police (*thanks to Martin for chasing*). I will look to include their messaging in the next edition of the Rooksdown Reporter (see below).

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

I am currently looking to re-arrange a meeting with the Traffic Management Engineer at HCC 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

As called out in the last Parish Council meeting, 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 remainder (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 produced by Angela Anderson at HCC were shared during the Parish Council meeting last month. Devines have been doing all the works that need completing during April and are targeting to complete everything by end of the month. The remedial works will then be subject to a further inspection by HCC.

I have a diary note to chase for an update on 1 May and will update the Parish Council with the progress.

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

The car parks on Peggs Way (opposite the old TW show home & next to Easter Square) will also be transferred to the Parish Council as part of the overall adoption. I have contacted Homes England to provide the contact details of the Clerk to take forward.

We will keep close to this & update in future Parish Council meetings.

Rooksdown Reporter

I took an action to provide content for the Rooksdown Reporter from the information contained within the APM by the end of this week, which I have done.

Paul Mahoney – April 2018