

ROOKSDOWN PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 21 May 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

In attendance:

Michelle Biggs, Rooksdown Community Association
One resident who preferred to remain anonymous
Ed Arran

18/111 To receive and accept apologies for absence

None.

18/110 Election of Chairman and Vice-Chairman of the Council

The following nominations for chairman were received:

- Cllr Mahoney, proposed by Cllr Harris and seconded by Cllr How.
- Cllr Lovett, proposed by Cllr Bound and seconded by Cllr Hendon.

Both candidates gave a brief summary of their reasons for standing.

After a vote, Cllr Mahoney was duly elected Chairman of the council.

The following nominations for Vice-Chairman were received:

- Cllr Lovett, proposed by Cllr Botten and seconded by Cllr Harris

After a vote, Cllr Lovett was duly elected Vice-Chairman of the council.

18/112 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed

Cllr Bound declared an interest in 18/173.3 as an allotment holder.

18/113 To approve the minutes of the Rooksdown Parish Council meetings of 23 April and 30 April

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

18/114 To discuss matters arising from the minutes

All actions complete except:

- Clerk to arrange for councillor name badges – ongoing
- Councillor training – on agenda
- Rooksdown Reporter – Cllr Mahoney asked to see a draft copy for proofing before it is finally published
- GDPR – on agenda

18/115 Review of delegation arrangements to committees, sub-committees, staff and other local authorities

Only delegation in place is for the Clerk to spend up to £50 a month on stationery and office expenses, which in the absence of any opposition will continue.

18/116 Appointment of any new committees

The motion being proposed by Cllr Mahoney, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to set up a Data Controller Committee, to be chaired by Cllr Lovett.

The Human Resources Committee had not met for over 12 months and therefore would be dissolved.

Cllr Bound suggested that, as the Park Prewett Main Hall was likely to be handed over to RPC in a matter of months, the council should prepare a plan for this. The motion being proposed by Cllr Bound, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to set up a Park Prewett Main Hall Working Group, to be chaired by Cllr Lovett. All councillors would be invited to join. Cllr Lovett would organise the first meeting. **Action Cllr Lovett.**

18/117 Review and adoption of appropriate standing orders and financial regulations

The motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to approve the revised standing orders.

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the revised financial regulations subject to the following changes:

- 5.1 – remove sentence on credit references as it was suggested that identity/KYC checks and credit searches would be undertaken by the bank when adding councillors to become signatories to the accounts
- 11.1h – change the limit above which 3 estimates must be sought to £500.

18/118 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

No arrangements are currently in place but members felt that a more formal arrangement with the Rooksdown Community Association for hire of the hall and office space was required. The Clerk was asked to organise this. **Action Clerk.**

18/119 Review of representation on or work with external bodies and arrangements for reporting back

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously that Cllr Lovett be the RPC representative to Rooksdown Community Association. Cllr Lovett was asked to provide a written report for RPC meetings.

18/120 Review of inventory of land and other assets including buildings and office equipment

The Asset Register was noted.

18/121 Confirmation of arrangements for insurance cover in respect of all insurable risks

The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to confirm the arrangements as shown in the Asset Register for Insurance.

Action Clerk to check the excess and report back to members, and also check whether assets should be on the list for public liability cover.

18/122 Review of the Council's and/or staff subscriptions to other bodies

The members had already approved the subscription HALC and the HALC HR service.

18/123 Review of the Council's complaints procedure

No changes were required.

18/124 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

The Clerk explained that, as a gap council, a Publications Scheme was not strictly necessary but he would produce one for the next meeting. **Action Clerk.**

No changes were currently required to the Data Protection Policy, but it will be updated shortly for GDPR.

18/125 Review of the Council's policy for dealing with the press/media

The motion being proposed by Cllr Mahoney, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to approve the Media Policy.

18/126 Review of the Council's employment policies and procedures

No changes to these were required, but there did not appear to be a current Grievance Policy. The Clerk was asked to draft one for the next meeting. **Action Clerk.**

18/127 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence

No s137 payments are planned. The General Power of Competence does not apply as the proportion of co-opted members is too high.

18/128 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

The motion being proposed by Cllr Mahoney, seconded Cllr Botten, **IT WAS RESOLVED** unanimously that these meetings will take place at 1930 on the 4th Monday of each month (except when this falls on a bank holiday), but with no meetings planned for August or December. The meetings for the next year would therefore be:

- Jun 25
- Jul 23
- Sept 24
- Oct 22
- Nov 26
- Jan 28
- Feb 25
- Mar 25
- Apr 29
- May 20

18/129 Review other policies

- Grants
- Co-option
- Equality
- Health and Safety
- Reserves
- Safeguarding
- Social media

The motion being proposed by Cllr Lovett, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to approve these policies with the exception of the Grants Criteria, which needed further review.

Action Clerk.

18/130 To invite members of the public to address the meeting (up to 15 minutes in total)

A member of the public reported on an item which is believed to be the subject of police action and therefore was not minuted. The Chairman and Clerk would consider what action the council could take. **Action Chairman and Clerk.**

Mr Arran reported that, in areas where there was a shallow gully rather than a kerb on Parcel Drive, rainwater was flowing over the kerb rather than down the drains. The Chairman agreed to discuss this further with him and decide how best to approach it with the developers/HCC. **Action Chairman.**

18/131 To receive reports from:

- Chairman of Rooksdown Parish Council – see Appendix A
- Clerk to the Parish – nothing to report
- County Councillor – written report attached as Appendix B
 - The Chairman thanked Cllr Taylor in his absence for working so hard on behalf of RPC and for the submission of a detailed report
 - Cllr Bound asked if Cllr Taylor could provide an update on the school transport plan: the Clerk would pass this on to him. **Action Clerk**
- Borough Councillor
 - Cllr Bound reminded members that the LIF allocated to Rooksdown expires in May 2019
 - The Chairman asked for the identification of suitable projects to be on the agenda for next month, and the Clerk to prepare a briefing paper on LIF and s106 for members. **Action Clerk**
- Rooksdown Community Association
 - Retail units progressing slowly
 - Possibility of appointing a caretaker for RCC, retail units and Main Hall
 - Summer Fair on “Unusual Art in Unusual Places” progressing well. On Sunday 1 July
- PCSO – no report requested due to full agenda.

18/132 Confirmation of payments to be made during the year without further authorisation under clause 5.6 of the Financial Regulations:

- Clerks salary
- PAYE
- Phone
- Office rent
- Hall hire

The motion being proposed by Cllr Lovett, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to approve these payments.

18/133 To approve payments

The motion being proposed by Cllr How, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to approve the payments, which were passed to Cllr Mahoney to be authorised.

18/134 To approve bank reconciliations

The motion being proposed by Cllr Hendon, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to approve the bank reconciliations, which were signed by the Chairman.

18/135 To appoint Full Signatories for the bank accounts

Deferred to next meeting.

- 18/136 To consider increasing the authority of the Chairman to be able to sign off up to 20 extra hours per month worked by the Clerk for the next 6 months, reverting back to 10 extra hours in October 2018**
The motion being proposed by Cllr Mahoney, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to increase the authority.
- 18/137 To discuss arrangements for councillor training – Clerk**
The dates offered by HALC were 28 June and 5 July, 1830 to 2030. The cost would be £400 per session. Members felt that this was too early due to councillor holiday commitments, and the Clerk should seek dates after the summer.
- 18/138 To receive update on the allotments - Cllrs Mason and Hendon**
- 1 To approve the Terms of Reference Allotment Working Group meeting 26 April**
The motion being proposed by Cllr Hendon, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve these.
- 2 To note the draft minutes of the Allotment Working Group meeting 26 April**
Noted.
- 3 To resolve the matter of compost bins**
The motion being proposed by Cllr Hendon, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to purchase bins up to a budget of £800.
- 4 To approve the recommendation of the AWG for fencing**
The motion being proposed by Cllr Hendon, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to:
- Leave the fences in position for as long as they lasted, but RPC would not maintain them. Tenants would then be free to remove them.
 - Arrange for an RPC contractor to remove the fence at the short end of split plots where there was no entrance.
- 5 To clarify the situation with respect to non-residents of Rooksdown**
Rule 3.7 requires tenants to give up plots if they move out of Rooksdown, yet there are non-residents on the waiting list. To resolve this, the motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to remove non-residents from the list. **Action Clerk**
- 6 To approve the Rules for Allotment Plot Tenants**
The motion being proposed by Cllr Hendon, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the Rules.
As implementation of the Rules would probably incur costs for the Council, the motion being proposed by Cllr Hendon, seconded Cllr How, **IT WAS RESOLVED** unanimously to delegate authority to the Clerk to spend up to £400 on such matters.
- Update on Handover**
The Clerk also stated that he had heard from BDBC on the current handover situation. BDBC believed that a commuted sum of £46K was owed by Persimmon Homes on handover, but Persimmon were disputing this. The allotments could not be handed over until this had been resolved. The Clerk would advise all on the Allotments waiting list. **Action Clerk**
- 18/139 To note the response to the Boundary Review**
Noted, and included as Appendix C.
- 18/140 To discuss participation in the Parish Lengthsman Scheme – Cllr Payne**
Deferred to the next meeting.

18/141 GDPR update – Clerk

The Clerk reported that the government had accepted an amendment to the Data Protection Bill so that parish councils did not need to appoint a Data Protection Officer.

The meeting of the RPC GDPR working group was scheduled to meet on 23 May.

18/142 Planning applications

1. [18/01317/LDPO](#) 8 Sheepwash Court Basingstoke Hampshire RG24 9GW. Certificate of lawfulness for the proposed conversion of loft with rear dormer. Due 31 May.

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

2. [18/01299/HSE](#) 44 Basswood Drive Basingstoke RG24 9SW. Erection of single storey side extension and single storey rear extension. Due 29 May.

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

3. Applications not on the agenda

None.

18/143 Chairman's correspondence

Cllr Bound announced he would be resigning from the parish council and would confirm this to the Chairman in writing.

18/144 Clerk's correspondence

None

18/145 Chairman to close meeting

The Chairman closed the meeting at 2220.

Appendix A – Chairman’s Report

Thanks for re – electing me as Chairman of Rooksdown Parish Council for the forthcoming year.

20mph zone extension

HCC have confirmed that the 20mph zone covering the Rooksdown area is planned for extension to also include Gillies Drive, Florence Way, Nightingale Gardens, Gander Drive and Barron Place. Following a period of consultation, a delegated decision to confirm the Traffic Regulation Order (TRO) was made on 8 February 2018.

Currently the works plan and order documentation is being prepared and arrangements being made for the TRO to become operational at a time when the works can be completed.

I understand that 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 – to discuss the options for the walled entrance to Rooksdown from A339 and will report to a future Parish Council meeting. It is worth noting that the County Council policy is now to only develop and implement traffic measures in relation to casualty reduction or evidenced road safety issues.

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

Adoption of the Southern Area

As called out in previous Parish Council meetings, 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 were shared in a previous Parish Council meeting. Devines who were doing all the works were hoping to complete everything by end of April. The remedial works will then be subject to a further inspection by HCC.

Unfortunately, the works have fallen behind schedule and there are a number of other issues which need to be remedied before adoption can take place. I requested a face to face meeting to get the adoption process ‘back on track’. There is a meeting planned for this Thursday 24 May at 5pm for the Borough Councillor, myself, Mark Glendenning (Homes England), Jo Murphy (HCC), Nigel Philips (Taylor Wimpey) after which we should have a clearer picture as to what remains outstanding and the programme of works required. I will circulate the minutes of the meeting for information.

Trumpet Junction / Squirrels Wood

Following the presentation at the last Parish Council Meeting, Neil has submitted the next proposed newsletter for us to comment and send back suggestions of how it can be enhanced. The newsletter was circulated. Suggestions have been fed back to Neil for consideration.

Paul Mahoney – May 2018

Appendix B – County Councillor’s Report

Extract from email received from HCC in response to enquiries by Cllr Taylor:

Developer access to Trumpet Junction - the developer had previously requested construction access from the A339 / Western Way junction. Our position is that this would create an unacceptable safety issue. Any attempt to avoid construction traffic passing existing housing would cause the same problems.

20mph zone extension – The 20mph zone covering the Rooksdown area is planned for extension to also include Gillies Drive, Florence Way, Nightingale Gardens, Gander Drive and Barron Place. Following a period of consultation, an delegated decision to confirm the Traffic Regulation Order (TRO) was made on 8 February 2018. Currently the works plan and order documentation is being prepared and arrangements being made for the TRO to become operational at a time when the works can be completed. The Parish Council will be advised of the planned operational start date in due course.

Wellington Terrace/A339 roundabout – We believe this is in relation to the redesign to accommodate Manydown. This is still at the pre-application stage for further work, with the previous submission being rejected.

Traffic calming/Lodge junction/The Avenue – We are not aware of a traffic calming scheme to address this matter, although further detail will allow us to investigate further whether there is any current work taking place on such a scheme, the County Council policy is now to only develop and implement traffic measures in relation to casualty reduction or evidenced road safety issues..

Aldermaston Road Triangle – S278 Highway works here relate to housing on this site.

Further detail and specific questions from the Parish Council regarding the requested matters, will allow further investigation where required.

Rooksdown Parish Council
Response to Boundary Review -
Consultation on Warding Arrangements May 2018

Submitted to:

<https://consultation.lgbce.org.uk/have-your-say/11062?bbox=440479.5,141598,468954.5,161248>

Summary

Rooksdown Parish Council wishes to retain a single borough councillor to cover the natural community of Rooksdown, as this will allow residents to maintain the current strong relationship between the community and its councillor.

Comparison of Rooksdown with Surrounding Areas

Rooksdown is an urban civil parish, part of the Basingstoke conurbation but operating as a discrete entity in a way that more typical of rural parishes. Its immediate neighbours to the south and east, Popley West and Winklebury, are unparished and are closely identified with the town of Basingstoke. To the north and west, the parish of Sherborne St John is rural and has little in common with Rooksdown.

Therefore, Rooksdown should be considered as a discrete community, represented by its own borough councillor.

Characteristics of Rooksdown

The characteristics of Rooksdown are:

- It has a natural boundary on each side, shown on the attached map:
 - The A339 to the south
 - The hospital and the A340 to the north and east
 - Rooksdown Lane and Weybrook Park Golf Club to the north and west
 - “The Spinney”, a double line of mature beech trees, originally marking the boundary of the old Park Prewett Hospital, surrounding the central contiguous part of the parish
 - There are only two major accesses to Rooksdown: The Avenue/Park Prewett Road from the east, and Rooksdown Avenue from the south west
- The housing is all of a similar age: built or converted in the last 25 years
- The population is considerably younger than is typical for the area
- Rooksdown is currently served by a single parish council, a single community association and a single borough councillor, leading to a strong sense of identity; Rooksdown Football club, Rooksdown Revellers Women’s Institute and Castle Hill School (Rooksdown Campus) also have strong local identities.

Rooksdown is marked by “Welcome to Rooksdown” signs on both access roads, situated on the natural boundaries:

The Avenue



Rooksdown Avenue



Historical Perspective

Rooksdown Parish was formed in 2004 by dividing off a section of the parish of Sherborne St John. The parish boundary to the south and east was kept as the old parish boundary. This has resulted in some anomalies (see attached map):

- There are two developments on the eastern side of the hospital (Sherborne Fields and Nightingale View) which belong more naturally in Popley.
- There is a small area to the south, “Trumpet Junction” or “Squirrel Wood” – north of the A339, which is naturally part of Rooksdown but is included in the Popley West ward.
- There is area to the south west of the A339 that will become part of the Manydown development and should be included in whichever ward will cover Manydown.
- To the north west there is an area of the parish beyond the natural boundary along Rooksdown Lane. The ward boundary cuts the golf club in half, and it would be more sensible for both halves to be in the same ward.

Since its formation, Rooksdown has been represented very successfully by a single borough councillor. The present incumbent, Simon Bound, has built up a very close relationship with residents and is closely identified with the community of Rooksdown.

Conclusion

Even as development continues to the north and east of Basingstoke, Rooksdown continues to thrive as a natural community. Recent and prospective developments at Sherborne Fields and Manydown have meant that the parish council no longer easily represents this community in the way that it has in the past, but the Boundary Review at least gives the opportunity to redefine Rooksdown’s ward boundary. This will allow it to continue to be represented in the current highly successful way.

For these reasons we believe that we should continue to be represented by a single borough councillor, and that the ward boundary should be redrawn to enclose the natural community that is Rooksdown.

MARTIN WHITTAKER

Clerk to Rooksdown Parish Council

Rooksdown Community Centre
Park Prewett Road, Basingstoke RG24 9XA

07928 129122 parish.clerk@rooksdwn.org.uk

