

## ROOKSDOWN PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)  
HELD IN THE ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN  
on 20 May 2019 at 1930**

	In Attendance	Apologies	Absent
Cllr Paul Mahoney (Chairman)	✓		
Cllr Paul Lovett (Vice-chairman)	✓		
Cllr Tim Botten	✓		
Cllr Pujitha Jasti		✓	
Cllr Scott Mason	✓		
Cllr Norman Morris	✓		
Cllr Jon Payne*	✓		
Cllr Doug How	✓		
Cllr Dan Harris	✓		

\*Cllr Payne was present for items 19/41-19/65, 19/68 and 19/71

**Clerk:**

Martin Whittaker

**In attendance:**

Simon Bound, Borough Councillor and Manager of Rooksdown Community Association (RCA)  
Michelle Biggs, Chair of RCA

**Action**

**19/42 To receive and accept apologies for absence**

Apologies were received from Cllr Jasti.

**19/41 Election of Chairman and Vice-Chairman of the Council**

The motion being proposed by Cllr Botten, seconded Cllr Mason, **IT WAS RESOLVED** unanimously that Cllr Mahoney would serve as Chairman of the council.

The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously that Cllr Lovett would serve as Vice-chairman of the council.

**19/43 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**

Cllr Mahoney declared an interest in item 19/53 as a director of HALC.

**19/44 To approve the minutes of the Rooksdown Parish Council meeting of 29 April**

The motion being proposed by Cllr Mahoney, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to approve the minutes of the meeting and of the confidential item.

**19/45 To discuss matters arising from the minutes**

All actions complete except:

- 18/182 and 18/214 Apply to BDBC for bus shelters – Cllr Lovett:
  - Quotes have been received from the new BDBC contractor for the new bus shelters, which will be distributed to members. No useful feedback had been obtained from the Annual Parish Meeting. Cllr Lovett will prepare recommendations for the next meeting.
- 18/273 Parish and Town Council Investment Fund - ongoing
- 19/7 improvements to pedestrian crossings for the school – the clerk had chased up Glenn Parkinson from HCC twice with no response and would do so again. He had also asked Cllr Taylor for help.

**Lovett**

**Clerk  
Clerk**

- 19/25 No Right Turn from A339 to Rooksdown Lane
    - Prepare statement – Clerk/Mahoney/Lovett - being done this week
    - Letter to residents – Clerk/Mahoney – being done this week
    - Speed camera – Mahoney – advice had been received to hire a traffic counter from BDBC for about £120 per week per counter. Cllr Mahoney will investigate further and bring a proposal to next meeting
    - Public meeting- Mahoney/Lovett – this will depend on the feedback from the residents.
  - 19/26.3 Cllr Taylor’s grant details on website - ongoing
  - 19/36 Organise purchase of skatepark cleaning equipment – Cllrs Payne/Harris – Cllr Mahoney will arrange a meeting with Martin Lee, BDBC.
  - 19/35 LIF – Update on LIF bid – Cllr Payne.
    - The latest thinking is to convert 2 of the central pocket parks into a Garden of Reflection.
    - One will be evergreen and the other would offer a seasonal display for a spring to autumn sensory experience. Each would have a complementary design, with a peaceful area for reflection. It was looking uncertain whether the project could meet the current LIF deadline of 14 June, therefore it may be better to aim for the next round (expression of interest September, deadline January 2020). However, Cllr Payne agreed to continue to work on the project as fast as practical.
  - 19/37 Articles for Rooksdown Reporter – as no work seemed to have been done on this, the Clerk was asked to draft articles on parking and allotments by Wednesday.
- 19/46 Review of delegation arrangements to committees, sub-committees, staff and other local authorities**  
 The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to delegate the Clerk to spend up to £50 a month on stationery and other essential items for the effective running of the council.
- 19/47 Appointment of committees**  
 It was agreed that no standing committees were required.
- 19/48 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 adopt the above.
- 19/49 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**  
 The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the existing arrangement with the Rooksdown Community Association for provision of office facilities.  
 Cllr Lovett, as the RPC representative on the RCA, abstained from voting.
- 19/50 Review of representation on or work with external bodies and arrangements for reporting back**  
 The motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to approve Cllr Lovett as the council’s representative on the Rooksdown Community Association Board of Trustees.
- 19/51 Review of inventory of land and other assets including buildings and office equipment**  
 The motion being proposed by Cllr Mahoney, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to approve the Asset Register.
- 19/52 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 approve the insurance schedule.
- 19/53 Review of the Council’s and/or staff subscriptions to other bodies**

Clerk/  
Mahoney  
/Lovett

Clerk  
Mahoney

Payne

Clerk

The membership payment to Hampshire Association of Local Councils (HALC) had been approved in April.

The motion being proposed by Cllr Morris, seconded Cllr Payne **IT WAS RESOLVED** unanimously to continue with the subscription to the HALC HR consultancy service.

Having disclosed a pecuniary interest, Cllr Mahoney left the room for this item and Cllr Lovett took the chair.

**19/54 Review of the Council’s Policies and Procedures**

The motion being proposed by Cllr Mahoney, seconded Cllr Payne, IT WAS RESOLVED unanimously to approve the following policies and procedures:

**Policies**

Policy	Date/version	Last approved	Changes May 2019
Dignity at Work	April 2018 v1	April 2018	None
Equality	May 2018 v1	May 2018	None
Grant Criteria	July 2018 v1.2	July 2018	None
Grievance	Jan 2019 v1	Jan 2019	None
Health and Safety	Mar 2016	May 2018	Review
Media	May 2018 v1	May 2018	None
Publications Scheme	Jul 2018 v1.1	Jul 2018	None
Safeguarding Policy	May 2018 v1	May 2018	None
<b>GDPR</b>			
Data and Cyber Security Policy	Sept 2018 v1	Sept 2018	None
Data Protection Policy	Sept 2018 v1	Sept 2018	None
Data Retention Policy	Sept 2018 v1	Sept 2018	None
Data Subject Access Policy	Mar 2018 v1	Mar 2018	None
Privacy Policy	Sept 2018 v1	Sept 2018	None

**Procedures**

Procedure	Date	Last approval	Changes May 2019
Bank Reconciliation Procedure	Jul 2018	July 2018	None
Data Breach Procedure	Mar 2018 v1	Mar 2018	None
Election of Chairman	May 2018	May 2018	None
Complaints Procedure	May 2018 v1	May 2018	None
FOI Request Procedure	July 2018 v1	July 2018	None

It was noted that the following procedures would be revised and brought for approval at a later date:

- Co-option Procedure
- Social Media Policy
- Health and Safety Policy
- Reserves Policy
- Risk Management

Clerk

**19/55 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence**

The Clerk reported that in the last financial year the only expenditure under s.137 was a grant to the Victim Care Service of £100. No specific payments were planned, but

depending on the nature of grant applications some grant expenditure may be made under this power.

**19/56 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 Morris, **IT WAS RESOLVED** unanimously to set the following dates for such meetings:

June 24  
July 22  
September 23  
October 21  
November 25  
January 27  
February 24  
March 23  
April 27  
May 18

**19/57 To invite members of the public to address the meeting (up to 15 minutes in total)**

None.

**19/58 To receive reports from:**

- Chairman of Rooksdown Parish Council
  - Adoption of Southern area – final work being done prior to final audit and then adoption possible in June or July. Cllr Mahoney will circulate the details. **Mahoney**
  - Assuming the car parks will be handed over as part of the adoption, Cllr Mahoney agreed to contact Mark Glendenning to ensure that:
    - The signs were installed
    - Vehicles were removed
    - White lines repainted where require
    - Fencing and planting brought up to scratch.
  - The Clerk would seek the services of a solicitor to act for the council in this matter.
- Clerk to the Parish Council – nothing to report
- County Councillor – sent apologies
- Borough Councillor
  - Sheepwash Court – the use of this narrow private road for access and deliveries to the Squirrel Wood development was causing the residents some concern.
  - The Squirrel Wood development is now expected to be complete by end of 2020.
  - It is still not clear who has bought the Barn.
- Rooksdown Community Association
  - Michelle Biggs explained that the RCA meeting was planned for 21/5/19 and that the main topic for discussion would be the Summer Fair. Further details would be provided in the next Parish Council meeting.
- PCSO – no report

**19/59 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 Payne, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to make the above payments without further approval.

**19/60 To agree**  
(error in agenda)

**19/61 To approve payments**

The motion being proposed by Cllr Harris, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to approve the payments listed below:

09/05/2019	Domain renewal	123-reg Ltd	59.94
21/05/2019	Insurance premium	Came and Co	638.72
21/05/2019	HR Consultancy Service	HALC	180.00
21/05/2019	Weed spraying	All Aspects Tree and Garden	250.00
21/05/2019	Hall hire - 1061	RCA	30.00
21/05/2019	Hall hire - 1077	RCA	18.00
21/05/2019	Office facilities - 1082	RCA	15.00
21/05/2019	Handyman	RCA	500.00
21/05/2019	Website fee	Webhosting UK COM Ltd	19.98
21/05/2019	April pay STO	M Whittaker	767.18
21/05/2019	April overtime	M Whittaker	107.00

**19/62 To note current bank reconciliations and approve/sign annual bank reconciliations**

The Clerk reported that the May bank statements had not yet arrived for reconciliation. The motion being proposed by Cllr Payne, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to approve the annual bank reconciliations, which were signed by these councillors.

**19/63 To note the Internal Report and take appropriate actions**

The Internal Audit report (see Appendix A) was noted. The clerk pointed out the following:

- 1) The subject of confidential/closed items will now be put on the agenda
- 2) The council has a Publication Scheme in place and conformed with FOI legislation and the Transparency Code
- 3) The Data [Control] Committee had been disbanded, with the Council now acting as the Data Controller.
- 4) It is not best practice to minute the bank balance: this is a transient figure that is irrelevant when the minutes are published and is available to the council on the monthly bank reconciliation sheets.
- 5) Every bank reconciliation had been presented and signed in the past year. This point referred to the fact that at the September meeting the statements themselves had not been initialled. Initialling in this way is not required, but some consider it good practice.
- 6) Names of members of the public attending the meeting would no longer be minuted.

The motion being proposed by Cllr Payne, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to approve actions 1 and 6.

**19/64 To approve and sign Annual Governance and Accountability Return 2018/19**

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve section 1 and 2 of the AGAR form, which was signed by the Chairman and Clerk.

**19/65 To appoint Full Signatories for the bank accounts**

After some discussion it was agreed that the Chairman and the Clerk will give this further thought.

**Mahoney/  
Clerk**

**19/66 To receive update on the allotments – Clerk**

The Clerk reported that the following contracts had been placed as agreed at the last meeting:

- Plot splitting: placed at £295 to Company B saving £1010 over the most expensive quote. The work will be done next week.
- Plot marking: self-adhesive letters had been purchased for £24, saving ~£300.
- Maintenance: placed at £65 per visit to company B, saving ~£2800 pa, with a first cut fee of £135.
- Spraying – let to Company A at £250.
- Leases: these were issued on 20 May.

The Clerk was asked to arrange a working group meeting for early June.

**Clerk**

**19/67 Planning applications**

1. Applications not on the agenda  
None received.

**19/68 To discuss policy to cover applications for planning permission for the conversion of garages in Rooksdown – Cllr Payne**

After some discussion it was decided that Cllr Payne and the Clerk would discuss this further.

**Payne/  
Clerk**

**19/69 Review of Annual Parish Meeting**

The evening was thought successful by all and should be considered to be the first step in a number of improvements in this area.

It was generally agreed that the RPC presence at the Summer Fair should follow the same format, with the possibility of a similar presentation outside the Co-op later in the year.

It was suggested that the Clerk should prepare display boards on other subjects including:

- The RPC grant process
- The road adoption process.

**19/70 Review Christmas tree arrangements**

It was agreed in principle that a Christmas tree would be erected in the same position this year, provisionally on 30 November.

The Clerk was asked to investigate installing a mounting socket for a living tree and report to the next meeting.

**Clerk**

**19/71 To consider offering a free “hedgehog highway” service – Cllr Payne**

Cllr Payne spoke on the benefits of installing “hedgehog highways” in fences in Rooksdown, provided free of charge for the first 10 resident applicants by RPC via the handyman. He offered to draft copy for the Rooksdown Reporter and Basingstoke Gazette to advertise this.

**Payne**

The motion being proposed by Cllr Payne, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to approve that £250 from the handyman’s budget should be allocated to this.

**19/72 Chairman’s correspondence**

There had been considerable correspondence over the Sheepwash Court issues (see Borough Councillor’s Report above) but this was now effectively out of the hands of RPC.

**19/73 Clerk’s correspondence**

The Clerk reported that:

- A missing bin at English Wood was reported.
- A damaged streetlight close to the green bridge had been fixed by Taylor Wimpey.
- Reports of a broken fence behind Basswood drive were being investigated.

**19/74 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 Paragraph 1 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 matter under discussion is pension arrangements for the Clerk.

After a brief discussion it was concluded that there was nothing to discuss under this item.

**19/75 Chairman to close meeting**

The Chairman closed the meeting at 2200.

Do the Numbers Limited  
 37 Upper Brownhill Road  
 Southampton, SO16 5NG  
 023 8077 2341  
 13<sup>th</sup> May 2019

Martin Whittaker, Clerk  
 Rooksdown Parish Council  
 Rooksdown Community Centre  
 Park Prewett Road, Rooksdown  
 Hants RG24 9XA

Dear Martin,


**Subject: Review of matters arising from Internal Audit for 31 March 2018**

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

Control area	Issue	Recommended Action
Confidential agenda items and minutes	Parish Council meetings are open to the public. Items may only be closed off from the public under narrow circumstances (personnel, contractual, legal) which must be clearly stated in the agenda and the outline of the item listed in the agenda. It is not permitted to have a confidential item that does not state its purpose.	Please update the agenda and minute templates so that the outline of all confidential items is available to readers of the published record. For example "Clerk's appraisal and salary review" would be the public item and the confidential would include the details of the appraisal and the actual paid rate.
Publication Scheme	RPC is a "gap council" for the Transparency code, but still covered by the Freedom of Information Act.	It is required to publish all of the information on the FOI schedule and good practice to expand that to the Transparency Code schedules.
Data subcommittee	It is unclear why this committee has been set up. It is not required under the GDPR rules.	When representatives and working groups are being agreed, the future of this committee can be reviewed.
Bank reconciliation	The bank balance has not always been minuted and the bank statement is not being initialled back to the reconciliation by members	The minute template should be updated to include the bank and the members in rotation should check the statement.
GDPR	It is good practice not to name members of the public because minutes cannot be amended once approved and thus cannot comply with the "right to be forgotten".	Where possible, use "an elector" or "a resident" rather than names.

Please find enclosed my invoice for the agreed fee. If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

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Registered in England No. 7871759

Director: Eleanor S Greene