

ROOKSDOWN PARISH COUNCIL

**MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
HELD IN THE ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 22 July 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	✓		

Clerk:

Martin Whittaker

In attendance:

Simon Bound, Borough Councillor and Manager of Rooksdown Community Association (RCA)
Michelle Biggs, RCA Chairman
...plus 2 members of the public

Action

19/97 To receive and accept apologies for absence

Apologies were received from Cllrs Payne (work commitments), Jasti (domestic commitments), Mason (holiday) and HCC Cllr Taylor (illness).

19/98 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed

None.

19/99 To approve the minutes of the Rooksdown Parish Council meeting of 26 June

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

19/100 To discuss matters arising from the minutes

- 18/182 and 18/214 Apply to BDBC for bus shelters – Cllr Lovett to produce a map of favoured locations to bring to the Sept RPC meeting. **Lovett**
- 18/273 Parish and Town Council Investment Fund – in view of lack of progress this item would be dropped.
- 19/7 Improvements to pedestrian crossings for the school - awaiting further information from Glen Parkinson of HCC, who has as yet made no progress and is now on holiday. Further help had been requested from Cllr Taylor, especially in view of the email received from the school asking for the situation to be resolved. Cllr Bound asked for the school email to be forwarded to him so he could pursue the matter directly with the Portfolio Holder. **Clerk/ Bound**
- 19/81 contact the originator of the skatepark improvement request and to get an estimate of costs from supplier for various types of extension – Cllr Payne – no report. **Payne**

- 19/90 skatepark cleaning equipment – The Clerk was currently seeking assistance from BDBC for the mounting plate and graphics, and would then confirm the equipment spec with Cllrs Payne and Harris. **Clerk**

19/101 To invite members of the public to address the meeting (up to 15 minutes in total)

None.

19/102 To receive reports from:

1. Chairman of Rooksdown Parish Council:

The Chairman thanked those councillors who supported the Summer Fair.

The Chairman explained that Gordon Wade (BDBC) will offer the services of several of his team over the next few weeks to undertake work to the green open spaces in the core area of Rooksdown.

Southern Area adoption – the road safety audit last week has raised some minor issues, but adoption is now imminent:

1. Allenbuild have agreed to install a couple of additional bollards to prevent parking on a footway near to the Squirrel Wood accesses – this will be done this week.
2. Allenbuild are providing photographic evidence that surface water does not 'pond' at the crossovers
3. HCC requested confirmation that the Dedication plan reflects the ownership titles at the Sheepwash Court private road

Once the above is in place, HCC need to confirm they are ready to complete the dedication. The Deed (of Dedication) has been sealed by the three parties (TW, HE and HCC) and solicitors are ready to complete once HCC are ready.

The Chairman wished Councillors a good Summer break and thanked the Clerk and Councillors for their efforts so far this year.

2. Clerk to the Parish Council:

The Clerk reported that a meeting on the Local Infrastructure Fund (LIF) kneerail project had been held earlier in the day, attended by the Chairman, Clerk and Gordon Wade and John Kinge from BDBC. As a result of this Gordon Wade will send RPC a map of where he thinks the fencing should go. RPC will then discuss and annotate this at an informal meeting in late August. The aim would be to reach agreement by early Sept so that the work can be started before Christmas.

The Clerk was asked to arrange a meeting in the last 2 weeks of August, involving Cllrs Mahoney, Lovett, How and Payne, and Borough Councillor Bound. **Clerk**

3. County Councillor – No report

4. Borough Councillor

Cllr Bound notified the council of the Sherborne Fields Summer Fair on 8 September and suggested RPC should be represented.

The Borough Council currently did not have a 5-year land supply, leaving it open to speculative planning application from developers. The approval of Manydown is critical to alleviating this situation.

Transport strategy has been signed off, but there is talk of a western bypass which could have implications for traffic on the A339.

5. Rooksdown Community Association (RCA)

Michelle Biggs updated the meeting on the plans for Christmas festivities, which will revolve round the provision of a Christmas Tree.

6. Police/PCSO/CSPO

PCSO Long reported that there had been 112 incidents in past 31 days: though this may seem a lot, it is the second lowest figure in Basingstoke.

There are some clusters of incidents in Park Prewett Road and Peggs Way which have been or are being dealt with.

He will also ask Whitchurch Road Policing Unit if they can provide 2 extra days enforcement before Christmas. **PCSO**

He asked the council to emphasise to people that they must report incidents to the police by dialling 101. Discussions on Facebook do not count.

The Clerk was asked to send dates of next RPC meetings to PCSO Long.

Clerk

19/103 To approve payments

The motion being proposed by Cllr How, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to approve the payments as follows:

Date	Description	Supplier	Amount
04/08/2019	ICO fee	ICO	35.00
02/07/2019	Summer Fair Boards	The Printed Group Ltd	49.22
27/06/2019	Phone	Giffgaff	6.00
23/07/2019	Splitting, strimming, weedkilling	Goslings Garden and Fencing Services	1,170.00
23/07/2019	Hall hire	RCA	30.00
23/07/2019	Office rent	RCA	15.00
23/07/2019	Handyman	RCA	750.00
23/07/2019	Salary	M Whittaker	767.18
23/07/2019	Backpay	M Whittaker	91.45
23/07/2019	Mileage	M Whittaker	45.00
23/07/2019	Correction of overpayment of salary	M Whittaker	-0.10

Cllr Botten was asked to authorise the payments.

19/104 To note bank reconciliations

The reconciliations, checked and signed by Cllr Morris were duly noted.

19/105 To receive the quarterly finance report and take any necessary actions (see Appendix)

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett **IT WAS RESOLVED** unanimously to:

- Increase the budget for salaries and allowances to £16000
- Allocate a budget of £450 for allotment fees received.

Clerk

19/106 To appoint signatories for the bank accounts

The motion being proposed by Cllr Lovett, seconded Cllr Mahoney **IT WAS RESOLVED** unanimously to offer all cllrs optional access to the bank accounts as full signatories.

The Clerk was asked to work with the Chairman to register all members as full signatories with the exception of Cllr Morris.

Clerk/
Mahoney

19/107 Allotment matters – Clerk

1. To receive update on the allotments

All except 1 allotment have now been let.

Copy of Land Registry entry has been received. There is an error that Paul Barber (BDBC) is chasing up.

An Allotments Working Group (AWG) meeting has been set for 27 August.

2. To resolve whether allotment holders may erect fences between plots

The motion being proposed by Cllr Mahoney, seconded Cllr Morris **IT WAS RESOLVED** unanimously to allow the erecting of fences between split plots provided that they were no higher than the existing corner posts and were constructed of wire, wood or similar materials.

The clerk will notify the person who requested this.

Clerk

3. To approve purchase of incinerators

The motion being proposed by Cllr Lovett, seconded Cllr Morris **IT WAS RESOLVED** unanimously to approve a budget of £150 for the purchase of up to 3 incinerators.

The Clerk would consult the AWG for which ones to order.

Clerk

A number of additional issues had recently arisen:

- Request from allotment holder to use old carpet on allotment for weed control
- Query whether people should lock the gates after entering the allotments, as this raises a possible health and safety issue.

The Clerk will refer these to the AWG for advice.

Clerk

19/108 Planning applications

1. [19/01634/FUL](#) Land At OS Ref 461676 154159 Condor Way Basingstoke Hampshire

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

2. [19/01635/ADV](#) | Display of various non-illuminated signs and erection of 3 flagpoles to accompany temporary marketing suite building | Land At OS Ref 461676 154159 Condor Way Basingstoke

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

3. [19/01681/FUL](#) at Land North Of Park Prewett Aldermaston Road Basingstoke Hampshire.

The motion being proposed by Cllr Lovett, seconded Cllr How **IT WAS RESOLVED** unanimously to support this application.

4. [19/01354/VLA](#) - Amend Trigger For Allotment Area Delivery - Park Prewett

This application requests a delay in the release of allotments from 100th to the occupation of the 200th (final) dwelling. The grounds are that it will represent a risk to have heavy construction traffic using the same road as the people accessing the allotments. The Clerk contacted the planners to point out that this would add an unacceptable delay to the allotment applicants waiting to use the site. There are currently 24 Rooksdown residents on the waiting list for these plots.

In practice, there will be no heavy traffic using the access road in the late stages of development and sale of the dwellings, so the Clerk suggested to the BDBC planners that the 175th occupation would be better. BDBC Planning voiced a similar concern and contacted the developer. The developer responded:

“Whilst the final dwelling is preferable we have checked the build programme and at the 200th dwelling we will have constructed the properties opposite the allotments so could use a Banksman to help provide safe access across the construction access road and into the allotments. In terms of timeframe, we expect to be at the 200th property in January 2021 which is only 4 months after the 175th dwelling so not a substantial delay but this would significantly improve accessibility and safety for those accessing the allotments.

As such, I request that the trigger is please amended to 200th dwelling in Phase 2”.

During the discussion councillors pointed out that:

- This response states that the developer will “be at the 200th property...4 months after the 175th”.
- Being “at” the 200th property could be a considerable time before its occupation.
- Recent experience of the handover of the Sherborne fields allotments shows that this is not a quick process: in that case it took 14 months. There is every reason to believe that this handover will also take many months.
- Therefore to leave the trigger at the 200th occupation could easily mean that the allotments would not be available for use till after:

- Being “at the 200th property” in Jan 2021
- Completing it
- Selling it
- Occupying it
- Releasing the allotments and starting the handover process
- Completing inspection/snagging/contract negotiation.

- This could easily delay availability for 12-18 months, ie early or late 2022.

Therefore RPC suggests that the trigger for handover be set at the 175th occupation with the proviso that access to the allotments will not be provided to the public for a period of, say, 6 months after this point.

The motion being proposed by Cllr Morris, seconded Cllr Mahoney **IT WAS RESOLVED** unanimously to object to this application on the basis that it presents an unacceptable and unnecessary delay to the availability of the allotments. This objection will become support for the application if the trigger for the allotment handover can be set the 175th occupation with the proviso that access to the allotments will not be provided to the public for a period of, say, 6 months after this point.

5. [19/01791/LDPO](#) at 18 Sheepwash Court Basingstoke RG24 9GW

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

6. [19/01636/DEM](#) | Demolition of former NHS buildings | The Hollies Aldermaston Road

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

7. Applications not on agenda

[19/01802/HSE](#) | Conversion of garage to living accommodation | 32 Mill Road Basingstoke RG24 9SL

The motion being proposed by Cllr Lovett, seconded Cllr Mahoney **IT WAS RESOLVED** unanimously to object on the basis it takes away a parking space from a house on a road that already suffers from considerable parking problems.

19/109 Update on Manydown proposed No Right Turn

As of the date of the meeting there were over 170 objections to this proposal on the website.

The Clerk reported that an email had been received from Andrew Reynolds, the Manydown Programme Director, stating that developers had prepared an alternative solution that should alleviate the issue (see Appendix 1). Details of this would be made available when Hampshire Highways have had a chance to comment.

However, members were worried that the statement itself carried little weight as it seemed that no other bodies within the Borough or County Councils had been made aware of this alternative solution.

The Clerk was asked to seek further information from Andrew Reynolds. The Chairman would also chase this up at the end of the month.

**Clerk/
Mahoney**

19/110 To discuss how to make Rooksdown appear festive at Christmas 2019

The motion being proposed by Cllr Lovett, seconded Cllr Mahoney **IT WAS RESOLVED** unanimously to allocate a budget £500 for socket suitable for the mounting of a Christmas tree to be installed in the location used for the tree in 2018.

The Clerk was asked to progress this.

Clerk

19/111 To consider the Review of Polling Districts and Polling places

The members noted that the review was not proposing any changes to the arrangements in Rooksdown.

19/112 Receive update on car parks in Peggs Way and make appropriate decisions

The Clerk summarised the current situation

- RPC, Homes England, Taylor Wimpey and BDBC had informally agreed in about 2013/14 that the car parks would be transferred to RPC, rather than to BDBC as part of the Public Open Space (POS)
- Planning permission for the change of use was granted in 2013 (13/01346/FUL and 13/01345/FUL)
- All parties appeared to still in agreement that the transfer should take place as part of the Southern Area adoption
- However, there was some uncertainty as to whether a formal agreement with BDBC was necessary to prevent them requiring these areas as POS.

The Clerk was pursuing this.

19/113 To update the council on a complaint received from a resident and consider any actions arising.

The complaint has now been withdrawn and no action is recommended. The Clerk will pass any future correspondence from the complainant to the chairman.

19/114 Chairman's correspondence

None.

19/115 Clerk's correspondence

The Clerk reported that another request for money had been received from CPRE. Members showed no interest in taking this further.

19/116 Chairman to close meeting

The Chairman closed the meeting at 2130.

Appendix 1 – Manydown No Right Turn

Email received by the Clerk on 16 July 2019 from Andrew Reynolds, Manydown Programme Director:

“...we have been monitoring the objections coming in and appreciate the concerns being raised. Our advisors, SYSTRA, along with the councils preferred partner, Urban and Civic, have been reviewing the junction and the potential options available. We have prepared an alternative solution to re-introduce a right turn off the A339 into Rooksdown Lane which should mitigate traffic from being directed through Rooksdown Avenue. In advance of this we have also raised with HCC Highways and advised them that we will be issuing an alternative proposal which we would like them to assess and advise whether the proposed amendment is agreeable or whether they will insist on a complete no right turn. This we aim to resolve in the next two weeks...”

Appendix 2 - Budget report end June 2019

V1.1 16/07/19

1 Summary

All is pretty much as forecast but some of the budgets need revising.

2 Specifics

2.1 Reserves

To enable useful comparisons to be made it is assumed that items such as:

- allotment s.106 and setup/maintenance charges
- loan repayments

are transferred to reserves.

2.2 Grants and donation

This is below budgets as no grant applications were received in May. However, judging by last year this may be made up for in October.

2.3 Printing

This is over budget for this stage of the year due to costs associated with the APM. It should make no significant difference to the annual spend.

2.4 Subscriptions

Subscription to the HALC HR service wasn't budgeted.

2.5 Project costs

No projects undertaken yet.

2.6 Salaries and allowances

This was incorrectly budgeted as it was just for the clerk's salary and does not include

- Payment in lieu of pension – not known at time of budgeting
- Extra hours on top of the increase to 15 hours/week – not known at time of budgeting
- Employers NI - overlooked in budgeting

It is recommended that the budget be increased from £12500 to £16000.

2.7 Allotment Fees

Not included in original budget. It is recommended that the budget be increased from £0 to £450.

Martin Whittaker

Clerk and RFO

Rookdown Parish Council

Budget report from 1-Apr-2019 to 30-Jun-2019 (figures include VAT)

CURRENT PERIOD vs CURRENT BUDGET							ANNUAL FORECAST vs BUDGET			
Payments	Period Budget	Period Actual	Transfer to Reserves	Variance	>15% >£200	Notes	Approved Budget	Forecast	Variance >15%>£200	Suggested budget
Other Payment										
Allotments	0.00	273.60	273.60	0.00	0	To be paid from reserves??	0	0		
Audit fees	240.00	240.00		0.00			600	600		
Books	24.99	0.00		24.99			100	100		
Chairmans allowance	50.00	0.00		50.00			50	0		
Clerks exp (misc)	12.51	0.00		12.51			50	50		
Councillor expenses	12.51	0.00		12.51			50	50		
Events	250.00	94.10		155.90			250	250		
General admin	150.00	84.90		65.10			600	400		
Grants and Donations	1,250.00	0.00		1,250.00	100%	No grants requested in May	2500	2000	500	
Hall hire	150.00	144.00		6.00			600	600		
Handyman	2,000.01	1,710.00		290.01	15%		8000	7000	1000	
Insurance	650.00	638.72		11.28			650	639		
IT and support	50.00	79.92		-29.92			700	700		
Loans	0.00	0.00		0.00			0	0		
Miscellaneous Payments	0.00	0.00		0.00			0	0		
Misc expenditure	24.99	2.69		22.30			100	100		
Phone	15.00	17.00		-2.00			60	60		
Printing and publication	500.00	820.67		-320.67	-64%	Cost of APM boards and leaflets	2000	2200	-200	
Professional fees	0.00	0.00		0.00			2500	2500		
Repairs and Maintenance	62.49	0.00		62.49			250	250		
Section 137 payments	125.00	0.00		125.00			250	250		
Subscriptions	1,000.00	1,190.00		-190.00	-19%	HALC HR service not budgeted	1000	1190		
Training	75.00	0.00		75.00			300	300		
Project Costs	624.99	0.00		624.99		No project undertaken so far	2500	2500		
Total Other Payment	7,267.49	5,295.60	273.60	2,245.49			23110	21739	1371	

	Period Budget	Period Actual	Transfer to Reserves	Variance	>15% >£200	Notes	Approved Budget	Forecast	Variance >15%>£200	Suggested budget
Staff costs										
Salaries and allowance	3,125.01	4,447.26		-1,322.25	-42%	Incorrect budget: does not include extra hours, NI, and payment in lieu of pension.	12500	15200	-2700	16000
Pension contributions	0.00	0.00		0.00			0	0	0	
Total Staff costs	3,125.01	4,447.26	0.00	-1,322.25			12500	15200	-2700	
Administration										
Payroll	30.00	81.00		-51.00		65	81			
Clerks exp (benefits)	62.49	0.00		62.49		250	250			
Total Administration	92.49	81.00	0.00	11.49		315	331	-16		
Total Payments	10,484.99	9,823.86	273.60	934.73		35925	37270	-1345		
Receipts										
Other Receipts										
VAT Repayments	750.00	848.68		-98.68		1500	1500			
Miscellaneous Receipts	0.00	0.00		0.00		0	0			
Bank interest	2.01	3.89		-1.88		8	8			
Grants and Donations	3,000.00	2,925.00		75.00		3500	3175	325		
S106 contributions	0.00	6,633.00	6,633.00	0.00		0	0			
Other receipts	0.00	52,000.00	52,000.00	0.00		0	0			
Allotment fees	0.00	430.00		-430.00		0	430	-430		450
Total Other Receipts	3,752.01	62,840.57	58,633.00	-455.56		5008	5113	-105		
Precept				0						
Precept	16,115.00	16,115.00		0.00		32230	32230			
Total Precept	16,115.00	16,115.00	0.00	0.00		32230	32230			
Total Receipts	19,867.01	78,955.57	58,633.00	-455.56		37238	37343	-105		
Balance	9,382.02	69,131.71	58,359.40	-1,390.29		1313	73	1240		