

**MINUTES OF ROOKSDOWN PARISH COUNCIL
ANNUAL GENERAL MEETING
HELD IN THE COMMUNITY CENTRE, ROOKSDOWN, ON
MONDAY 18 MAY 2015 COMMENCING AT 7:45PM**

Present: Cllrs Mahoney (Chairman), Auerbach (After co-option), Bound, Cook (Joined the meeting at 8pm), Lovett, Mason & Tarrant

In attendance: Mrs Lorraine Jeffs (Clerk)

Also present: County Cllr Stephen Reid, CSPO Martin Lee and 3 members of the public

08/15 APOLOGIES FOR ABSENCE RECEIVED

The following apologies were approved, excepted and recorded: Cllr Nyengedza, Debbie Adlam (R.C.A) & Ellen-Louise Beardsell (PCSO)

09/15 ELECTION OF CHAIRMAN

IT WAS RESOLVED to elect Cllr Paul Mahoney as the Chairman of Rooksdown Parish Council.

10/15 ELECTION OF VICE CHAIRMAN

IT WAS RESOLVED to elect Cllr Paul Lovett as the Vice Chairman of Rooksdown Parish Council

11/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Councillors were reminded of their responsibility to declare any disclosable pecuniary or non interest(s) which they may have in any item of business on the agenda.

Cllr Bound declared a pecuniary interest in item 16/15

12/15 APPOINTMENTS TO RESPECTIVE COMMITTEE'S

IT WAS RESOLVED to appoint the councillors to the respective committee's as follows:

Events: Cllr Lovett (Chair), Mahoney, Mason & Tarrant

Planning & Development: Cllr Mahoney (Chair), Auerbach, Botten, Cook & Mason

13/15 APPROVAL OF THE MINUTES

The minutes from the meeting's held on 30 March and 20 April were accepted as an accurate record and were signed by the Chairman Cllr Mahoney.

14/15 DISQUALIFICATION OF NAZIM KHAN FROM THE PARISH COUNCIL

A letter was sent on 21 April from the Parish Council to Mr Nazim Khan notifying him of the following: Attached as Appendix 5.

Nazim Khan - of 17 Pumphouse Way, Basingstoke RG24 9RF - has failed to attend six consecutive meetings without providing the council with a reason for his absence and has also not responded to any contact from the Parish Council during this period. Section 85(1)

of the Local Government Act 1972 states that a Councillor will be disqualified where they have failed to attend six consecutive meetings without providing the Council with reasons for their absence.

Nazim Khan has therefore been disqualified as a Parish Councillor from Rooksdown Parish Council in accordance with section 85(1) of the Local Government Act 1972.

Nazim Khan also failed to complete the **Register of Members Interests General Notice of Disclosable Pecuniary and other registerable interests maintained under section 29 of the Localism Act 2011** despite at least *four* formal requests from Rooksdown Parish Council for the same and also failed to respond to a formal request from **Shared Legal Services** at Basingstoke and Deane Borough Council and Hart District Council.

15/15 TO AGREE TO RESOLVE ANY NOMINATION(S) FOR CO-OPTION

IT WAS RESOLVED to co-opt Michael Auerbach as a new member of Rooksdown Parish Council. Cllr Auerbach signed a Declaration of Office form and was provided with a blank Declaration of Interests pro-forma which he was asked to return to the Clerk within 28 days. This Co-Option process was to replace Nazim Khan.

16/15 TO RECEIVE, REVIEW & RESOLVE TO MAKE PAYMENT OF GRANT FUNDING REQUEST(S) (S137)

The grant applicant(s) had been requested to attend to provide additional information to the council.

- (a) IT WAS RESOLVED** to ratify the decision to make payment in full of £939.00 to Rooksdown Community Association (R.C.A) for funding towards an activity weekend. This had previously been discussed and provisionally agreed during the November Parish meeting 2014.
- (b) IT WAS RESOLVED** to make payment in full of £2,106.00 to R.C.A for funding to cover the cost of an extra youth working one session a week which would benefit the Parish.

17/15 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked the Councillors for their support of his re-election as Chairman for the forthcoming municipal year.

The Chairman went onto note the following:

Pressure of work and family considerations have made it a good time for Karen Cherrett to re-locate back to Wales and she has left the area and relinquished her role as a local Councillor from the end of March.

She sent an email to the Parish Council wanting to convey her sincerest thanks to the members of the Rooksdown Parish Council and Community Association for their support and challenge over the past 8 years. 'It has been both a pleasure and honour to serve the ward. I know there is a lot still to do but am fortunate that I have been a small part of the changes we have experienced in establishing a new community and a new Parished area'.

Karen wishes the Parish Council and Community Association the very best with its future representations and ambition for the community. She leaves with certainty that Cllr Reid, and the existing complement of councillors and association members will serve the Ward well.

The Chairman sent the following response to Karen Cherrett on behalf of the Parish Council:

Hi Karen

Hope you are well?

I read your email about your resignation from Borough Council duties and your relocation back to Wales and just wanted to say a massive thanks for your dedicated support to Rooksdown, the Parish Council & the Community Association over the last 8 years.

Your commitment and perseverance to doing what is right for the Parish community has been so unmistakably evident and you have played a key part in so many of the changes within Rooksdown Parish to make it a better place to live.

Thank you! You will be missed!

With best wishes for your continued success back in Wales

Kind regards

Paul Mahoney
Chairman Rooksdown Parish Council

The Chairman offered his 'Congratulations' to Simon Bound on his election to position of Borough Councillor in the recent local elections. The other councillors also congratulated Simon. A message had been posted to the Parish Council website following Simon's election.

The Chairman reflected on the success of Rooksdown Parish Assembly in May - believing that it had been very well received by parishioners. He has sent an individual personal email to every resident who attended the meeting. He has since had a number of enquiries about how to become a Parish Councillor from several residents.

With regards to Lighting, the Chairman confirmed he was in regular dialogue (every other day) with Nigel Phillips (Taylor Wimpey) and there had been significant progress with the lighting on the development, with an expectation that every light would be working by the time of the next Parish Council meeting (including new lights on The Avenue).

The Chairman gave a verbal update about the latest liaison meeting with TW / HCA which occurred in 15 May and agreed to forward the actual minutes of the meeting when they are published by Mark Glendenning.

Regarding Street Furniture an extra Bin has been installed down Rooksdown Lane following a request from a resident. The rest of the street furniture programme is sat with B&DBC who are scoping out the actual procurement of the furniture. The Chairman confirmed he was going to chase for an update to see whether it is in place for this Summer 2015 and would report back at the next meeting with an update.

The Chairman finished his report with a review of his personal priorities along with a reminder of the key priorities for the Parish Council for both the short term and long term.

18/15 CLERK'S REPORT

The Clerk informed the Council that there is a Council/Clerk Direct magazine available to review.

The Clerk announced that in June she will launch the Online Business Banking to make the financial transactions instead of using the cheque book although the cheque book will not be extinct from use. The Councillors were reminded to complete the Lloyds online form. Currently, Cllr Mason & Lovett are the two councillors who can start to use the service when operable.

The Clerk concluded by informing the Council that she will be on leave for a week from Monday 25 May and return back to work on 1 June.

19/15 REPORTS RECEIVED

REPORTS RECEIVED

Councillor Stephen Reid report attached as (Appendix 1)

CSPO Martin Lee & David White report attached as (Appendix 2)

20/15 TO REVIEW AND APPROVE A LENGHTSMAN JOB SPECIFICATION

Cllr Tarrant, Lovett & Mahoney are to work on the job description and contract for the Lenghtman's role which will be approved at the June meeting when the plan of action of where the Parish Council will be doing the tendering, advertising of this post will be discussed with a view to recruit in June/July and will start in August.

EVENTS

21/15 TO RATIFY THE DECISION TO HOLD A FIREWORK EVENT IN 2015

Cllr Lovett suggested he would like to host the event but due to parking problems and the large number of people attending, it was thought that this was too dangerous and safety is the number one priority. To hold this event also requires a large number of volunteers which need to be obtained to make it successful. Due to these reasons a lot of preparation is required so it was agreed to not hold an event in 2015 but prepare to hold a Firework event in 2016.

The Clerk is to cancel the service provisionally booked with Starworks Ltd. This motion was proposed by Cllr Mahoney, Seconded by Cllr Tarrant and agreed by the rest of the Council except Cllr Lovett who abstained from vote.

22/15 TO DISCUSS & CONSIDER WHAT ROOKSDOWN PARISH COUNCIL WOULD LIKE TO DISPLAY ON THEIR STAND AT THE SUMMER FAIR

It was agreed to display the Old Hall, firework event in 2016, and invite a member from Lands Trust to discuss "What would we like in the Spinney", a member from David Wilson Holmes and from Highways to discuss A340. It was also agreed to have a fun item like the tombola to include all ages. This motion was proposed by Cllr Mahoney, Seconded by Cllr Lovett and unanimously agreed by the rest of the Council.

COMMUNITY

23/15 TO REVIEW AND AGREE ON THE INSURANCE RENEWAL POLICY

It was agreed to renew the Rooksdown Parish Council Insurance due for renewal in June for the fixed three years fee of £487.34 using the company Hiscox recommended by the Insurance Broker. This motion was proposed by Cllr Mahoney, Seconded Cllr Lovett and unanimously agreed by the rest of the council.

24/15 TO REVIEW AND AGREE THE DETAILS OF RENT CHARGES TO THE PARISH COUNCIL FOR RESIDING AT THE COMMUNITY CENTRE

It was agreed to pay the £33.00 per month rent charge which includes office space, broadband and telephone calls to the Rooksdown Community Association. All stationary will be an additional fee. The Community Association will provide a contract to the Parish Council to review and sign. This motion was proposed by Cllr Mahoney, seconded by Cllr Lovett and unanimously agreed by the rest of the council.

25/15 TO DISCUSS, REVIEW AND AGREE ON CONTENTS, LAYOUT AND PUBLICATION OF THE PROCESS OF THE PARISH COUNCIL NEWSLETTER

This item was deferred until the June meeting

PLANNING & DEVELOPMENT

26/15 Planning Applications:

Reference: 15/01138/HSE

Location: 1 Gillies Drive Basingstoke Hants RG24 9JW

Proposal: 3 Erection of a single storey rear extension

Date: (Extension granted until 26 May)

Comments: Rooksdown Parish Council raises no objection to this planning application

Reference: 15/01222/RET

Location: 20 Highpath Way, Basingstoke, Hants RG24 9SU

Proposal: Conversion of garage to office space

Date: Comments by 21 May

Comments: Rooksdown Parish Council objects to this planning application due to current parking issues in the estate, we shouldn't be adding to the problem by removing more spaces.

27/15 TO DISCUSS & AGREE THE DETAILS OF CREATING A PLANNING GUIDELINE BOOK FOR THE PARISH COUNCIL TO REFER TO WHEN MAKING DECISIONS

This item was deferred

FINANCIAL MATTERS

28/15 TO DISCUSS & AGREE ANY AMENDMENTS TO THE FINANCIAL REGULATIONS AND RESOLVE TO ADOPT THE DOCUMENT

This item was deferred to the June meeting.

29/15 FINANCIAL REPORTS (Documents A1, A2 & A3) 2014/2015

A financial report & Bank Reconciliation at 18 May showing balances of £62,050.50 in the 30 notice account and £1,921.23 up to & including CQ No 512 in the Treasurers' Account. This was noted by the chairman Cllr Mahoney and approved by the council. Documents A1 & A2 hard copy attached (Appendix 3).

30/15 TO NOTE THE QUARTERLY FINANCE REPORT

This item was deferred until the June meeting.

31/15 TO RESOLVE & AGREE TO SIGN THE BANK RECONCILIATION WHICH WILL BE INCLUDED IN THE AUDIT COMMISSION PRO-FORMAL AND TO NOTE THE FINAL ACCOUNT AND EXPLANATION

IT WAS RESOLVED to sign the bank reconciliation and to note the final account and explanation documents. The Chairman Paul Mahoney and Clerk Lorraine Jeffs signed the bank reconciliation to confirm the details are correct and this will be included within the pro-forma to the Audit Commission.

32/15 TO REVIEW THE INTERNAL AUDIT REPORT AND DISCUSS & AGREE ANY ACTIONS

The council reviewed and discussed the actions stated on the internal auditor report and it was agreed the Clerk would make the necessary arrangements to complete items 2 & 6 of the audit report which will be reviewed and approved by the council at the June meeting.

Item 7 the Clerk provided the Council with s137 information documents for guidance when making the decision to use the s137 funding.

It was agreed that the Chairman will make the amendment to the Clerk's contact adding Responsible Financial Officer to her title in addition to Clerk.

The Recruitment Procedure and Asset Register will be completed by the next Audit inspection in April 2016.

The audit report hardcopy is attached as APPENDIX 4.

The following payments are for approval at the **18 MAY** RPC meeting:

CQ No	PAYEE	SERVICE	AMOUNT
VOID			
511	Broker Network Ltd	Parish Insurance 15/16	£0.00
CHEQUE(S) SIGNED INBETWEEN MEETING'S			
NONE			
CHEQUE(S)			
505	Lorraine Jeffs	Salary, Overtime & Expenses	£711.52
506	SLCC	Charles Arnold Baker Ninth Edition	£69.00
507	John Murray	Internal Auditor	£125.00
508	Hants Pension Fund	May Contribution	£146.71
509	HMRC	May Contribution	£18.91
510	Ron Darley	May Salary & Travel Expenses	£69.68
512	Broker Network Ltd	Parish Insurance	£487.34
		TOTAL:	£1,628.16

DATE & VENUE OF THE NEXT MEETING

The next Rooksdown Parish Council meeting will be held on 22 June 2015 at the Community Centre.

There being no further business the meeting adjourned at 11.00

Signed..... Date.....

APPENDIX 1

Report from Stephen Reid for Rooksdown Parish Council May 2015

Thank you and welcome

I would like to put on record my thanks to Karen Cherrett for her service as Rooksdown's Borough Councillor and congratulate Simon Bound who has been elected in her place.

Traffic calming / Lodge Junction / The Avenue

It is now possible to get down the Avenue again, so I hope the worst of the morning congestion problems in Rooksdown are now over. I have driven the length of the Avenue: still not the smoothest surface I have ever encountered but much better than before.

I am looking forward to receiving a start date for the Lodge Junction improvements, which are the next stage of the anti-rat-running strategy.

Aldermaston Road Triangle

No update this time but left on the report as a place-holder.

Rooksdown School

Building works continues, with the cladding now clearly in place.

The admissions problem, where about 12 families were told 'yes' and then 'no' appears to have quietened: I haven't had any contacts since the first flurry some weeks ago. A disappointing incident given the positive expectations from the school.

I enquired about making the school two form entry and, as expected, was told 'no'. The main problem is that it would have caused a surplus of places in the area and potentially could have unbalanced admissions for many schools in the vicinity.

Road Adoptions

I note that, under pressure from the Parish Council, there seems to be a concerted effort on the part of the developers to complete the works necessary to allow adoptions to proceed.

Local Plan

The Borough Council met on 26 March and adopted (for consultation) the revised local plan which includes extra homes recommended by the Inspector. Those extra homes will go almost entirely to the south west of Basingstoke: opposite the golf club and more on the southern part of Manydown.

Superfast Broadband

I reiterate what BT told me in February: the upgrade will take place 'within a year'. I understand that moves are afoot across the A340, in Somerville Gardens, to get fast broadband there as well.

Build quality

In my casework I am picking up a lot of comments about build quality on homes in the Rooksdown area. I would be interested in receiving evidence of issues that might, at the moment, be 'bubbling under'. I am coming to the conclusion that a change is needed in the regulation of the industry.

A340 roundabout casualty reduction scheme

HCC plans to 're-texture' the A340 approach to the Aldermaston Roundabout with the aim of reducing the number of accidents currently occurring there. Work will be carried out at night from 28th May. One night, possibly two required.

Stephen Reid, May 2015

APPENDIX 2

Community Safety Patrol Team- update for Rooksdown Parish Council

May 2015

As a Community Safety Patrol Officer (CSPO) we identify and tackle local issues, reduce crime, prevent antisocial behavior and deal with environmental crimes, to make residents feel safer and happier about their neighborhood. we work in close partnership with other agencies such as the Police, housing associations, fire service etc as well as local community groups.

we work on a shift pattern basis between 10am-9pm (Mon-Thurs), 1pm-midnight (Fri & Sat) and midday-9pm (Sundays)

General

Our CSPO Campaign dealing with litter at the Leisure Park Is drawing to a close and regular patrols have ceased, myself and CSPO David Mason (073) along with our colleges will continue to monitor the situation over the coming months. The targeted campaign has now been ran for 5 weeks. A summary of the campaign can be soon below:

Basingstoke and Deane

Leisure Park Littering Campaign Campaign achievements

Community Safety Patrol Officers campaign to prevent and enforce littering offences at Basingstoke Leisure Park during February and March 2015

83% Of Leisure Park businesses reported a reduction in litter since the start of the campaign	57% Of Leisure Park businesses reported a reduction in antisocial behaviour since the start of the campaign	33 Incidents witnessed which resulted in further enforcement action being taken	tbc Of members of the public who reported a reduction of litter since the start of the campaign	20% Reduction in litter collected by Leisure Park litter pickers during the campaign.
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133 Targeted foot patrols made by the CSPO team during the targeted campaign

3 Media releases to raise awareness about the campaign and educate about littering

Litter crackdown
February 16, 2015
Basingstoke's Leisure Park is being patrolled by the borough's community safety patrol officers in a bid to crack down on those who drop litter. Officers have started issuing on-the-spot fines after receiving feedback people have been seen dropping litter.

Basingstoke and Deane Borough Council launches crackdown on litter at Basingstoke Leisure Park
Cllr Ranil Jayawardena with community patrol officers
First published Wednesday 11 February 2015 in News

- 12 Leisure Park businesses surveyed before and after the targeted campaign. 66.3% reporting a slight decrease, 0.3% reporting a significant decrease & 8.3% reporting a very significant decrease in litter.
- 12 Leisure Park businesses surveyed before and after the targeted campaign. 33.3% reporting a slight decrease, 16.3% reporting a significant decrease & 8.3% reporting a very significant decrease in litter.
- 16 Fixed Penalty Notices & 17 antisocial behaviour warnings issued during 2015
- 10 Members of the public surveyed before and after the targeted campaign.
- Average reported reduction by McDonalds litter pickers within the Leisure Park area
- 3 planned patrols per day allocated during the campaign period
- Including Print, Online & Social media

NHW Update: We have now recruited a potential Neighbourhood watch coordinator in Canadian way and we are awaiting relevant police checks to be completed.

Incidents of note

- There have been no reported incidents from the pavilions since the last update.
- Co-Op littering – No offences have been witnessed since the last update
- The Old Hall – We were receiving a lot of reports of young people gaining access to the Taylor Wimpey site, However through working with Basingstoke and Deane empty property officer, SNT and Taylor Wimpey we have managed to ensure it is secure.

Regards,

CSPO David Mason (073) & CSPO Martin Lee (077)



Tel- 01256 844844

Email- cspo@basingstoke.gov.uk

APPENDIX 4
(Electronic Version of the End of Year Internal Audit Report)

27 April 2015.

Dear Lorraine,

Rooksdown Parish Council -

Accounts for the year ended 31 March 2015 “Internal Audit”

It was good meeting with you today – I am sure you will settle into the role quickly. Ron and I are there to help and guide you.

I have now completed the “Internal Audit” of your Parish Council Accounts for the year ended 31 March 2015. I have carried out the Internal Audit following the guidelines as documented in the NALC/SLCC Book “Governance and Accountability in Local Councils in England and Wales - A Practitioners’ Guide”. In particular the Internal Audit has been carried out using “an approach to internal audit testing” contained in Appendix 9 of the 2014 Guide.

The following points arose during the Audit:-

1. You are aware that Parish Councils can now use electronic banking for their transactions – subject to a number of safeguards. Once you have in place your revised Financial Regulations you intend using this method of payment. Please ensure that your Cash Book Analysis is fully documented.
2. Minutes – I am a little concerned that there are some sets of Minutes are neither signed nor properly signed. (For example – 2 June, 16 June, and 27 October). This needs to be rectified.
3. Contract of Employment. Your Contract does not appear to contain reference to your role as Responsible Financial Officer (nor does the Minute of your Appointment. This needs to be rectified urgently
4. I would like to see a copy of your Asset Register please
5. I would also like to see a copy of your Insurance documentation please
6. There are a copy of payments in April 2014 which appear to be incorrectly minutes – cheques 406 and 407.
7. We discussed the major use by the Council of s.137 (free resource). You must not use s.137 as the first port of call rather the last if you have no other powers. For example your grants to the Community Centre need further investigation – you do have powers to make grants etc towards buildings and refurbishments (see Arnold Baker around page 274 - 276. (it is vital that you have the latest edition as you cannot give the Council up-to-date advice with an out-of-date edition. The current edition is the 9th).

-Page 1-

8. We discussed Recruitment Procedures again this time – I also discussed it last year with Ron. I think it would be advisable for the Council to have a simple procedure covering the following points (subject to the usual exclusions for declarable interests):

- Vacancy declared
- Check Job Description is up-to-date
- Decide where to advertise and who prepares the advertisement
- Who receives Applications and Closing Date
- Who prepares short-list
- Who forms Interview Panel
- Who informs successful Candidate with an offer subject to references
- Who obtains references
- Who sends the Final Offer

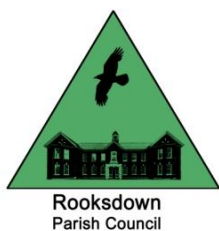
I have noted that the Audit Commission Pro-forma (with details of the Variations and Bank Reconciliation you will be sending off with this) have been adopted by the Parish Council and signed by the Chairman and the Clerk Will you please provide me with a copy of the Pro-forma - Schedules 1, 2 and 4 before they are sent off and Schedule 3 when returned signed by the Audit Commission. Will you also provide me with copies of the Bank Reconciliation, the Explanation of Variances and also a copy of your full set of Accounts? Please ensure that the adoption of the Accounts and the Audit Commission Pro-forma are minuted at the appropriate times - in particular Section 1 and Section 2 of the Pro-forma need to be specifically mentioned within the Minutes and this approval must be by **Full Council** and not by Committee. The receipt of this letter and any action taken on it should also be recorded within the Minutes. Please ensure (and I am sure you will) that the Form is fully completed (including filling in the boxes for the name of the Parish Council) otherwise it may be returned by the External Auditor

If the Council wishes to discuss any of these points - or any other matter - now or in the future I would be more than happy so to do. Obviously, if the query can be cleared quickly by a 'phone call, then there would be no further charge. If, however, the matter requires some research on my part and/or would take time to resolve then I would have to charge and I would agree this with you beforehand so that there was no misunderstanding.

I enclose my Invoice for the work done so far which is line with our discussions this morning.

Yours sincerely,

John K. Murray
Mrs. L. Jeffs
Clerk to Rooksdown Parish Council
Rooksdown Community Centre
Park Prewett Road
Rooksdown
Basingstoke,
RG24 9XA



APPENDIX 5

ROOKSDOWN COMMUNITY CENTRE
PARK PREWETT ROAD
ROOKSDOWN
BASINGSTOKE
HAMPSHIRE
RG24 9XA

Mr NAZIM KHAN,
17 PUMPHOUSE WAY,
ROOKSDOWN,
BASINGSTOKE.
RG24 9RF

21 April 2015

Dear Mr Khan

I write to confirm you have been disqualified as a Parish Councillor from Rooksdown Parish Council in accordance with section 85(1) of the Local Government Act 1972.

The act states that a Councillor will be disqualified where they have failed to attend six consecutive meetings without providing the Council with reasons for their absence.

Your disqualification has therefore resulted from a breach of a statutory provision.

You have also failed to complete the **Register of Members Interests General Notice of Disclosable Pecuniary and other registerable interests maintained under section 29 of the Localism Act 2011** despite *four* formal requests from Rooksdown Parish Council for the same and have also failed to respond to a formal request from **Shared Legal Services** at Basingstoke and Deane Borough Council and Hart District Council.

Yours sincerely

Lorraine Jeffs

Clerk & Financial Officer at Rooksdown Parish Council

Copy to **Paul Mahoney** – *Chairman of Rooksdown Parish Council*