

**MINUTES OF THE MEETING OF ROOKSDOWN PARISH COUNCIL  
HELD IN THE COMMUNITY CENTRE, ROOKSDOWN, ON  
MONDAY 20 APRIL 2015 COMMENCING AT 9:50PM**

Present: Cllrs Mahoney (Chairman), Bound, Cook, Lovett, Mason, Nyengedza & Tarrant (after co-option)

In attendance: Mrs Lorraine Jeffs (Clerk)

Also present: None

**01/15 APOLOGIES FOR ABSENCE RECEIVED**

Cllr Botten

**02/15 APPROVAL OF THE MINUTES**

The minutes from the meeting held on 23 March were accepted as an accurate record with and were signed by the Chairman Cllr Mahoney.

**03/15 CO-OPTION OF NEW MEMBER**

**IT WAS RESOLVED** to co-opt Janice Tarrant as a new member of Rooksdown Parish Council. Cllr Tarrant signed a Declaration of Office form and was provided with a blank Declaration of Interests pro-forma which she was asked to return to the Clerk within 28 days.

**PLANNING & DEVELOPMENT**

**04/15 Planning Applications:**

Reference: 15/00796/HSE  
Location: 20 Pegg's Way Basingstoke Hampshire RG24 9FX  
Proposal: Construction of a loft conversion with 3 rear and 2 front rooflights  
Comments: Rooksdown Parish Council raises no objection with this planning application. Motion proposed by Cllr Mahoney, seconded by Cllr Bound unanimously agreed by the rest of the council. Cllr Tarrant sustained from comment as a new member of the councillor that hadn't seen the planning documents.

Reference: 15/01068/VLA  
Location: Barn At Park Prewett Aldermaston Road Basingstoke Hampshire  
Proposal: Request for variation of legal agreement to require that the works to the Barn be undertaken at a later stage prior to the occupation of the 20th dwelling approved under application BDB/74770  
Comments: The motion was proposed by Cllr Mahoney and unopposedly agreed by the rest of the councillor that Rooksdown Parish council object to this planning application because Rooksdown Parish Council objects to the planning application proposal to Request for variation of the legal agreement to require that the works to the Barn be undertaken at a later stage prior to the occupation of the 20th dwelling approved under application BDB/74770.

The planning application BDB/74770 granted on 2 September 2014, states: *'Erection of 20 no. residential units and change of use and extension of an existing barn to provide commercial floorspace with associated access, parking and landscaped provision'.*

The s106 Agreement for the application states

*'The Development shall not be occupied unless and until the Developer had completed the works to the Barn on the site in accordance with the relevant approved planning application BDB/74770 (or any subsequent approved applications or variation applications) such works to be carried out to the full Planning Development Manager'.*

The s106 Agreement also states the work to the Barn **must** commence prior to the occupation of the 20th dwelling approved under the application BDB/74770 with completion of works within one year of commencement.

Taylor Wimpey have been very quick to market and sell all of the 20 residential units in this development. The new residents to the development will have taken great confidence in the condition when considering to purchase their properties. The existing condition protects their new investment. Taylor Wimpey must be held to deliver on this condition and should not be released from this requirement.

In Rooksdown Taylor Wimpey have a track record of not carrying out works when they are supposed to in a timely manner. Any delay will result in the further deterioration of this local heritage asset. This Grade II listed building has already been compromised by the nature of the adjacent development. If these amendments had been suggested in the original planning application there would have been significant opposition to the planning application in the first place.

- Reference: 15/00823/DERM  
Location: The Lodge Aldermaston Road Basingstoke Hampshire RG24 9NB  
Proposal: Details submitted relating to impact of protected species as required pursuant to prior notification of demolition of two storey mid-Victorian former gatehouse  
Comments: No objection be raised on this planning application because it is a notification of demolition
- Reference: 15/00950/HSE  
Location: 2 Spoonwood Close Basingstoke Hampshire RG24 9GQ  
Proposal: Conversion of garage to habitable accommodation  
Comments: Rooksdown Parish Council raises no objection with this planning application. Motion was proposed by Cllr Mahoney and four Cllrs agreed. Cllr Lovett objected and Cllr Tarrant sustained from comment.

## FINANCIAL MATTERS

### 05/15 FINANCIAL REPORTS (Documents A1, A2 & A3) 2014/2015

A financial report & Bank Reconciliation at 20 April showing balances of £45,261.10 in the 30 notice account and £1,431.23 up to & including CQ No 504 in the Treasurers' Account. This was noted by the chairman Cllr Mahoney and approved by the council. Documents A1 & A2 hard copy attached (Appendix 1).

### 06/15 TO RECEIVE AND APPROVE THE ANNUAL RETURN & ACCOUNTS FOR 2014/15 AND TO AGREE THE RESOLUTIONS IN PAPER A4

**IT WAS RESOLVED** to agree the adoption of the accounts for 2014/15 and to approve the Annual Audit Commission pro-forma section 1 & section 2 of accounts by the full Council. This was signed by both the Chairman Cllr Mahoney and the Clerk Lorraine Jeffs during the Parish meeting. **IT WAS RESOLVED** to agree the resolutions in paper A4. (Appendix 2 attached)

### 07/15 TO RESOLVE TO AUTHORISE PAYMENT OF EXCEEDED HOURS WORKED BY RON DARLEY

**IT WAS RESOLVED** to approve and make payment of the exceeded hours worked by Ron Darley which was detailed in an email for the councillors to review.

#### Payments for approval (Document A3)

Date of completion: 20/04/2015

#### Re: PAYMENTS FOR APPROVAL

The following payments are for approval at the **20 APRIL** RPC meeting:

CQ No	PAYEE	SERVICE	AMOUNT
<b>VOID CHEQUE(S)</b>			
492	Just Salt	Spoilt	£0.00
<b>CHEQUE(S) SIGNED INBETWEEN MEETING'S</b>			
	NONE		
<b>CHEQUE(S)</b>			
493	Rooksdown Community Association (R.C.A)	February Meeting Room Hire	£73.00
494	Just Salt	Road & path salt grit	£203.40

495	Lorraine Jeffs	April Salary	£697.57
496	Hants Pension Fund	April Contribution	£144.97
497	Ron Darley	April Salary	£122.48
498	HMRC	April Contribution	£33.17
499	Simon Bound	Banner (APA)	£51.40
500	HALC	Subscription + Levy	£634.00
501	HALC	HR Subscription	£120.00
502	R.C.A	March Meeting room hire	£51.00
503	Prontaprint	Newsletter	£645.00
504	Lorraine Jeffs	Refreshments APA	£20.80
		<b>TOTAL:</b>	£2,796.79

#### **DATE & VENUE OF THE NEXT MEETING**

The next Rooksdown Annual General meeting (AGM) will be held on 18 May 2015 at the Community Centre.

**There being no further business the meeting closed at 10:40**

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

## APPENDIX 2

## PAPER A4

For Discussion at Meeting on 20 April 2015

Date: 14 April 2015

Re: **ACCOUNTS 2014/2015**

The timetable for the 2014/15 Accounts and Annual Return is as follows:

ASAP after 1 April	Clerk to prepare Accounts/Annual Return & supporting papers & circulate to members for examination prior to RPC meeting 20 April	Done
20 April Meeting	RPC to approve Accounts/Annual Return & supporting papers	
27 April	Internal Audit (IA) to take place	Arranged
ASAP after 27 April	Clerk to prepare any necessary response(s) to IA	
22 June Meeting	RPC to note IA report & agree any responses	
29 June	Submission of Annual Return etc to BDO. (Should it be necessary, an extension can be requested).	

Attached are papers in support of the 2014/2015 Annual Return and Accounts. The format/documentation is similar to that approved last year by the same Auditor.

The Clerk is seeking approval by the Council of similar Resolutions as in previous years. However, the traditional Financial Risk Assessment (now referred to as Table 1) has been supplemented by a version downloaded from the BDO intranet, **personalised for RPC by the Clerk** (referred to as Table 2).

Members are asked to approve the following resolutions at the 20/4 RPC meeting::

- a. to approve Risk Assessments setting out the RPC's financial risk management procedures.
- b. that members acknowledge their responsibility for the preparation of the Accounts and approve the signature of Statement of Assurance contained in Section 2 of the Annual Return 2014/2015. [The same statement as was approved last year]
- c. to approve and sign the Accounts and Annual Return & supporting explanations for the year ended 31 March 201 (only the Annual Return & specified supporting papers are required to be submitted to the External Auditor appointed by the Audit Commission).

*Lorraine Jeffs*

**Lorraine Jeffs**

**Parish Clerk & Financial Officer**