

**MINUTES OF THE MEETING OF ROOKSDOWN PARISH COUNCIL  
HELD IN THE COMMUNITY CENTRE, ROOKSDOWN, ON  
MONDAY 23 FEBRUARY 2015 COMMENCING AT 7:45PM**

Present: Cllrs Lovett (Chairman), Botten, Bound, Cook, Mason & Nyengedza

In attendance: Mrs Lorraine Jeffs (Clerk)

Also present: 5 Members of the public, County Cllr Reid & Debbie Adlam (Rooksdown Community Association)

**89/14 APOLOGIES FOR ABSENCE RECEIVED**

Cllr Mahoney & Borough Cllr Cherrett

**90/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

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

Cllr Lovett declared a pecuniary interest in item 102/14 Planning Application 15/00079/ADV &14/03824/ADV

Cllr Mason declared a pecuniary interest in item 91/14

**91/14 PUBLIC SESSION- TWO REPRESENTATIVES FROM WISPS PRE-SCHOOL TO DISCUSS THEIR LIF APPLICATION**

Two representatives from WISPS (Kerry Wood & Tony Nocella) addressed the council to request £250,000.00 of Rooksdown's Local Infrastructure Fund, (LIF) 75% of the capital required to fund this project which would enable them to expand their business into Rooksdown increasing heads from 32 to 46. They confirmed that Rooksdown is the only source of funding they have approached at present, and if given the funding, they would guarantee 15 placements to Rooksdown children.

This motion was proposed by Cllr Lovett, seconded by Cllr Mason and unanimously agreed by the rest of the council that Rooksdown Parish Council reject the application from WISPS to use Rooksdown Parish LIF money due to the evidence received, which confirms that Rooksdown does not require this service.

The evidence WISPS provided clearly shows that there is a need for this childcare service in Winklebury where they have a Borough Council building which could be used for this project. WISPS documentation received filed (APPENDIX 5).

It was agreed that R.P.C will write to the Borough Council to explain the reason for rejecting this application.

## **92/14 APPROVAL OF THE MINUTES**

The minutes of the meeting held on 19 January 2015 were accepted as an accurate record and were signed by the Chairman Cllr Lovett.

## **93/14 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Lovett read parts of the report received from Cllr Mahoney highlighting LIF street furniture, pocket parks, green spaces and road adoption. Report included below:

The Chairman Cllr Mahoney and the Parish Clerk were invited to attend the Parishes reception at the Mayor's Parlour at the Civic Offices Basingstoke & Deane on Monday 26 January. This was a networking opportunity to speak with the Mayor and also to meet with some other Chairmen and Parish Clerks. In attendance was Cllr Mahoney & Cllr Bound who went on behalf of the Clerk.

### **Street Furniture Project (LIF Award)**

Cllr Bound & Cllr Mahoney undertook a complete review of the development with regards to the street furniture project to identify where the best places were for parish notice boards, seats / benches and Bins in order to fully spend the LIF award of £32k.

### **Meeting with B&DBC re Pocket Parks & Green Spaces**

Chairman met with Gordon Wade (Grounds - Maintenance Manager Community Services, B&DBC), Andrew Kinge (Maintenance Manager at B&DBC) and Jeff Strudwick (Assistant Street Cleansing Manager (North) B&DBC) at the Community Centre to look to understand what B&DBC responsibility is towards the pocket parks and other green space areas in Rooksdown and also litter picking in the development. We then undertook an onsite visit to all the green areas to review whether they considered them to be in an acceptable state

Week beginning 23rd of February - The grounds team will begin the winter/spring pruning works required. All the pocket parks will be thoroughly weeded and any dead plant material will be removed. Jeff Strudwick will have a cleansing team on hand to follow the grounds crew clearing any hidden litter or waste from the sites. The fencing contractor will begin removing any rotten bird mouth trip rails as agreed and replace with new to match existing.

Week beginning 2nd of March - John Kinge and Gordon Wade will visit all the pocket parks and assess the works. The suitability of the planting will be looked at and any recommendations will be emailed to Cllr Mahoney for further discussion.

In addition to the above it is the intention to send a maintenance crew into Rooksdown to keep on top of the weeding on a quarterly basis. They also have a number of litter bins for the area & have an operation on hand to fit them. I will look to build this in to the street furniture project.

During Cllr Mahoney's discussions it was brought to his attention that we may be able to apply for a grant from B&DBC towards our maintenance man / litter picker (under the banner of litter picking). This is something that Cllr Mahoney will look to progress over the next few weeks.

### **Western Triangle Development**

The piece of land off Rooksdown Avenue, opposite Vitellius Gardens - the site of the old Bryant Home is Taylor Wimpey Sales office. Construction work for 30 Apartments is well under way on this piece of land. Groundwork preparation is now nearly complete and the area is to be handed back to Taylor Wimpey at the end of February. Taylor Wimpey has already sold many of these flats off plan, and it is likely that these will start to be occupied by residents before the end of the year.

### **Barn Area 9**

Park Prewett Road, corner of Pumphouse Way (20 residential units and listed Barn (B1)) Construction work for 20 residential units and the listed Barn is well under way on this piece of land. Once again groundwork preparation is now nearly complete and the area is to be handed back to Taylor Wimpey at the end of February / early March. Taylor Wimpey is expecting first occupation by residents before the end of the year.

### **The Main Hall**

Northbrook Crescent. 19 residential units & community use hall – planning approval subject to completion of an s106 agreement. Due to the level of detailed design work required, start on site not likely until the middle of 2015. Cllr Bound is our main point of contact on this one, due to the amount of work he has already completed on this to date.

### **Retail core Phase 2**

Park Prewett Road, opposite the Coop & Costa Coffee site (16 residential units & 2 retail units) Taylor Wimpey have confirmed that the construction of residential & retail units will be starting in the next few weeks and should be substantially completed by Christmas 2015.

### **Park Prewett Northern Area** (David Wilson Homes)

The Old Golf Course

Things may appear to have gone quiet regarding the proposed David Wilson Homes development but construction of the first stage of their building programme is expected before the end of 2015. R.P.C has asked to set up a meeting with David Wilson Homes in mid March.

### **Road adoptions**

West & East side of Core Area

R.P.C finally obtained a copy of the snagging list from HCC which is holding up the adoption of the core area highway. There was originally a list of 160 items from the HCC. Following discussion between TW and HCC - you will see that there are now some 78 items which need to be remedied before the core area highway will be adopted. Devines are currently working through this list. This has been ongoing for year and there was not a lot of confidence in the room that adoption would be achieved soon.

## **Lighting**

Cllr Mahoney expressed concern about street lights not working in the development. He had produced a list of 45 street lights which don't work back in October. Since then, only 2 have been repaired. Nigel Philips gave an explanation as to what was wrong and what remedial work was required. A deadline of the end of February has been given to Taylor Wimpey to get the lights around Pavilion 4 and the walkway from Peggs Way to Highpath Way repaired. R.P.C will continue to pursue this matter.

### **94/14 CLERKS REPORT**

The Clerk reminded the council about the invitation received to attend The Mayor of Basingstoke & Deane's Charity Dinner on 17 April at Audley's Wood.

The Clerk notified the councillors that a survey of the parish girt bins had been completed and this showed that some of them needed to be re-filled. The Clerk asked for volunteers from the councillors to do this. New girt/sand will be ordered once the bins have been replenished.

The Clerk informed the council that she'd had her photo taken by the photographer at the Basingstoke Gazette, and the photo will accompany the Rooksdown Parish Council article. Councillors were encouraged to be part of this by emailing their article suggestion(s) to the office. R.P.C hope to submit parish news once a month.

Clerk announced that Cllr Jonathan Parkinson has resigned and there is one vacancy on the council.

### **95/14 REPORTS RECEIVED**

Councillor Stephen Reid report attached as (Appendix 1)

Councillor Karen Cherrett report attached as (Appendix 2)

CSPO Martin Lee & David White report attached as (Appendix 3)

Cllr Reid asked if he could have a copy of the road adoption list R.P.C received from Taylor Wimpey.

### **96/14 TO CONSIDER AND RESOLVE TO IMPLEMENT THE USAGE OF SUB COMMITTEE'S**

**IT WAS RESOLVED** to create two sub committees: Planning & Development - Cllr Bound, Cook, Nyengedza, Mason & Mahoney as (Chair) & Events Cllr Mahoney, Mason & Lovett as (Chair).

### **97/14 TO RESOLVE TO REPLACE THE WORDING TO STANDING ORDER'S 3L REGARDING MEDIA COVERAGE AT MEETING'S**

**IT WAS RESOLVED** to replace standing order 3L with the adoption of the protocol for reporting at meetings and display the protocol for reporting at meetings notice provided by HALC. (APPENDIX 6)

**98/14 TO DISCUSS AND AGREE THE DETAILS OF THE ANNUAL PARISH ASSEMBLY TO BE HELD ON 20 APRIL**

It was agreed to increase the public participation session from 15 to 30 minutes for this meeting only, if questions from the public are received. The Chairman should also produce a report which reviews the last 12 months. This motion was proposed by Cllr Lovett, seconded by Cllr Bound & unanimously agreed by the rest of the council.

**EVENTS**

**99/14 TO RECEIVE A FINANCIAL REPORT AND RATIFY THE DECISION TO USE THE COMPANY STAR FIREWORKS FOR THE 2015 EVENT**

It was agreed that Starworks will host the firework event in 2015. The Events committee will hold a separate meeting to discuss the details further. Cllr Lovett is to work out the deadline date to conclude whether R.P.C will hold a 2015 firework event. This motion was proposed by Cllr Lovett, seconded by Cllr Mason & unanimously agreed by the rest of the council.

**COMMUNITY**

**100/14 TO RECEIVE A REPORT FROM CLLR BOUND ABOUT THE SKATE PARK**

Cllr Bound confirmed that they expect to receive an answer over the next couple of weeks.

**101/14 TO CONSIDER AND AGREE TO SUBMIT AN LIF APPLICATION FOR THE PAVILLONS**

It was agreed that Rooksdown Parish Council should submit an application for LIF funding for additional works to the pavilions in 2015. This motion was proposed by Cllr Lovett, seconded by Cllr Bound and unanimously agreed by the rest of the council.

**PLANNING & DEVELOPMENT**

**102/14** Planning Applications:  
Reference: 15/00079/ADV  
Location: Land at Rooksdown Avenue, Basingstoke Hampshire  
Proposal: Display of 2 no. Flag pole signs and 1 no. Double sided freestanding sign. **R.P.C was unable to submit a decision, but submitted comments (Application to note)**

Comments: No comment.

Reference: 15/00227/DEM  
Location: The Lodge Aldermaston Road, Basingstoke Hampshire  
Proposal: Demolition of two min-Victorian former gatehouses with masonry walls and pitched tiled roofs  
**R.P.C was unable to submit a decision due to the deadline for comments and extension request was denied. (Application to note)**

Reference: 14/03446/FUL  
Location: 52A Peggs Way Basingstoke Hampshire RG24 9FX  
Proposal: Change of use from a dwelling house (C3) to a house in multiple Occupation (C4)  
Date: Extension for comments granted until 24 February  
Comments: R.P.C raises no objection to this planning application. 5 Councillors agreed & Cllr Botten abstained from comment.

Reference: 14/03824/ADV  
Location: The Barns At Limes Park Pumphouse Way, Basingstoke Hampshire  
Proposal: Display of 7 no DIBonds panels on close board fencing and 9 no flag pole signs  
Date: Extension for comments granted until 24 February  
Comments: R.P.C raises no objection with this planning application however, we would like to limit the time to two years and have it agreed that they will maintain them during this period. This decision was unanimously agreed by the councillors.

Reference: 15/00048/RET  
Location: 20 Highpath Way Basingstoke Hampshire  
Proposal: Alterations to existing conservatory to form single storey rear extension (Retrospective)  
Date: Extension for comments granted until 24 February  
Comments: R.P.C raises no objection with this planning application. This decision was unanimously agreed by the councillors.

Reference: 15/00140/HSE  
Location: 119 Park Prewett Road, Basingstoke Hampshire RG24 9RG  
Proposal: Part conversion of garage to living accommodation.  
Date: Extension for comments granted to 24 February  
Comments: R.P.C objects to this planning application, because we believe that the use of UPVC windows is not in keeping and consistent with the surrounding buildings in a conservation area. This was a split decision three objections – Cllr Lovett, Cook & Botten and three agreed to this proposal – Cllr Bound, Nyengedza & Mason. The chairman of the meeting made the deciding decision.

## **FINANCIAL MATTERS**

### **103/14 FINANCIAL REPORTS (Documents A1, A2 & A3) 2014/2015**

A financial report & Bank Reconciliation at 16 February showing balances of £49,257.23 the 30 notice account and £1,260.34 up to & including CQ No 486 on the Treasurers' Account were noted by the chairman Cllr Lovett. Documents A1 & A2 hard copy attached (Appendix 4).

**104/14 TO CONSIDER AND RESOLVE TO SET UP AN ONLINE BUSINESS BANKING ACCOUNT**

**IT WAS RESOLVED** to set up an online business banking account with Lloyds with a maximum transaction spending limit of £5,000.00. The clerk shall be the co-ordinator of the system and two councillors shall authorise the banking transactions. The Clerk is to organise the paperwork for the councillors to sign. This was unanimously agreed by the council.

**105/14 TO DISCUSS SECURITY METHODS AND RESOLVE TO SET UP A DEBIT CARD WITH LLOYDS**

**IT WAS RESOLVED** to not set up a debt card because it has been agreed to set up a business banking account to make payments to companies that do not accept payment by cheque

**106/14 TO RESOLVE TO AUTHORISE PAYMENT OF EXCEEDED 8 HOURS WORKED BY RON DARLEY**

**IT WAS RESOLVED** to make payment of the exceeded 8 hours that Mr Ron Darley worked on parish business after reviewing the documentation provided by Mr Darley.

**Payments for approval (Document A3)**

**IT WAS RESOLVED** to approve the following payments:

<b>CQ No</b>	<b>PAYEE</b>	<b>SERVICE</b>	<b>AMOUNT</b>
<b>VOID CHEQUE(S)</b>			
468	Lorraine Jeffs	January Salary (Spoilt )	£0.00
469	Hants Pension Fund	January payment (Spoilt)	£0.00
470	HMRC	January payment (Spoilt)	£0.00
471	Ron Darley	One off payment (Spoilt)	£0.00
<b>CHEQUE(S) SIGNED INBETWEEN MEETING'S</b>			
472	Ron Darley	National Pay Award	£21.63
473	Lorraine Jeffs	January Salary	£751.91
474	HMRC	January payment	£18.37
475	Hants Pension Fund	January payment	£157.84
476	Lorraine Jeffs	Travel expenses & admin costs	£42.97
<b>CHEQUE(S)</b>			
477	St Michael's Hospice	5% Firework donation fund	£100.00
478	Headway Basingstoke	5% Firework donation fund	£100.00
479	Paul Mahoney	Printing of maps for LIF app	£26.20
480	HALC	Knowledge & core skills course	£234.00
481	CiLCA	Two CiLCA sessions with Louise	£210.00
482	Lorraine Jeffs	February salary	£630.48
483	Hants Pension Fund	February contribution	£130.09

484	Ron Darley	February Salary	£193.12
485	HMRC	February Tax & NI contribution	£45.60
486	Rooksdown Scouts Grp	5% Firework donation fund	£100.00
		<b>TOTAL:</b>	<b>£2,762.25</b>

**DATE & VENUE OF THE NEXT MEETING**

The next Rooksdown Parish Council meeting will be held on 23 March 2015 at the Community Centre.

**There being no further business the meeting closed at 10:00**

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



## **APPENDIX 1**

### Report from Stephen Reid for Rooksdown Parish Council February 2015

#### Traffic calming / Lodge Junction / The Avenue

Work proceeds on resurfacing the Avenue. Phase 1 completed by 23 January and Phase 2 started immediately.

The queuing at the A339 roundabout has aroused comments: at first complaining. Generally I find that people are understanding and, when they know the complete plan, become quite supportive. Nevertheless, we owe a big 'thank you' to the residents of Rooksdown for their patience during the disruption.

The signs at the entrances to Rooksdown warning of no access to the hospital were taken down in error by Hope and Clay but reinstated quickly when asked.

#### Aldermaston Road Triangle

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

#### Rooksdown School

I visited the school with Simon Bound, Maria Miller and Peter Edgar (the County's Executive Member) at the beginning of February and was impressed, not only with the progress being made but also with the quality of the building. The walls and ceilings of all the rooms on the ground floor are now in place and I am assured that the building is on track for completion in time for the new school year.

I have had no feedback regarding catchment areas but I predict that if there is a problem, it will manifest itself very soon when parents learn of their success, or not, in getting their children into the new school. I anticipate that there will be a problem: a brand new school with the Castle Hill Juniors Head Teacher in charge is a potent attraction!

#### Road Adoptions

No further information for this report.

#### Youth Club

The money from my Councillor grant for 'Rooksdown in Winklebury' has been paid across.

#### Local Plan

I understand that the Borough Council is considering how it can achieve the extra 100 homes a year recommended by the planning inspector. One of the changes that I recommend we seek when Manydown is planned, is a complete re-working of the Roman Road / A339 / Rooksdown junction. We need a roundabout with a higher capacity and we also need to resolve the very dangerous Roman Road / Wellington Terrace junction.

#### Superfast Broadband

I attended a photo-shoot with your Chairman and Simon Bound at the beginning of February at which BT were present. We took the opportunity to remind them about the one remaining cabinet in Rooksdown that does not have a fibre optic connection. They said 'within a year'. A bit vague, but something we can hold them to.

BT welcomed the HCC initiative to insist on fast broadband in all new homes from day 1.

## APPENDIX TWO

### Update to Rooksdown Parish Council - 23rd February 2015

#### Update from Borough Councillor Karen Cherrett

**LIF applications** - it is expected that WISPS pre-school will present their background to LIF application to Rooksdown Parish Council at the February meeting. The application will seek RPC views on using some of LIF funds generated by Rooksdown development in the neighbouring ward but demonstrate how this will of benefit for the Rooksdown community - where we know parents feel current pre-school provision is insufficient to meet demand.

It is felt that HCC are supportive of the approach in principle recognising that pre-school demand for the area currently out-strips supply. Progress of this application within BDBC would alleviate some of the pressures to make such provision within HCC.

The timeline for progress of this application within BDBC is that it is to be presented to Portfolio Holder ahead of the June Cabinet meeting. Views from RPC should thus be considered and formally submitted before end March.

RPC councillor Simon Bound and I, as well as officers from BDBC have met with and sought to guide the WISPS team in respect of the considerations the RPC may wish to be assured on e.g.:

- consultation with local parents and representative bodies in the ward
- clear timelines for development of the facility and
- nature of return to the Rooksdown community on this LIF investment e.g. perhaps priority of places for Rooksdown families at the pre-school.

This does not indicate an endorsement of the application simply a reflection of the support we are obliged to offer applicants in navigating the process.

I will take a view from the RPC once it has had a chance to hear the WISPS presentation. At this stage reminding you only that it is permissible for LIF monies to be spent in neighbouring wards and can used for collaborative benefits of the wider community. Likewise any LIF monies have to have a capital and community use to be successful and RPC will no doubt need to further develop its future community plan on how it might use this and future LIF monies that becomes available.

Officers have been asked to provide an update on the skate park application which has not yet been notified as approved or otherwise. Additional information was requested and promptly supplied and the Portfolio Holder indicated a wish to favour the application. If an update is received before this meeting I will notify the Clerk.

## **Open spaces master plan**

We have received confirmation that work on the open space village green is to start next month. The first phase of work will be to establish a hard surface path around the green with additional tree planting. This will enable buggies and walkers to navigate the green more easily.

The next stage of work will be to construct the toddler and young child play area opposite the community centre. This work is scheduled for completion before end of July 2015.

Further work, including on the skate park will be scheduled as soon as progress on funding applications are known. Simon may be able to provide further update at the meeting.

**Rooksdown Avenue congestion** - following resident requests for placement of temporary traffic lights at Winklebury roundabout (for the duration of the Lodge Junction works and closure of Park Prewett Road) Cllr Reid and I have asked HCC Highways to evaluate the feasibility and respond. The request has been acknowledged but a full reply not yet received. Cllr Reid may have an update at the meeting.

The developers have also been asked to improve some of the diversion and road closed signage which has happened.

**Minor crime** - the Neighbourhood Watch scheme members continue to report thefts from cars and strangers and acting suspiciously in the ward. Community Facebook remains a good way of alerting people to incidents or raising awareness but it is accepted that coverage is not complete. Our PCSO and Police team continue to patrol the area and offer support for community prevention or expansion of the NW scheme.

## **Report it**

*Residents are reminded that in adopted areas of Rooksdown they can report incidents of overgrown shrubbery on paths, fly-tipping etc. to the borough council:*

*by e-mail via [customer.service@basingstoke.gov.uk](mailto:customer.service@basingstoke.gov.uk)*

*by phone on 01256 844844*

*on [www.basingstoke.gov.uk/reportit](http://www.basingstoke.gov.uk/reportit)*

*Where residents are members of local management companies they need first contact their managing agent.*

*Or use the Parish Council website [rooksdowndownline.org](http://rooksdowndownline.org)*

*For Police and other services call 101 or in an emergency 999*

## APPENDIX 3

### **Community Safety Patrol Team- update for Rooksdown Parish Council**

**February 2015**

*As a Community Safety Patrol Officer (CSPO) I 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. I work in close partnership with other agencies such as the Police, housing associations, fire service etc as well as local community groups.*

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

#### **General**

Following the cessation of the shared HCC/ BDBC CSPO service, BDBC have brought the CSPO service back 'in house' Vacancies have now been interviewed for.

We are continuing to prioritise those areas most affected by antisocial behaviour.

Our current major campaign is dealing with litter across the borough in a robust manner using our range of powers including formal verbal warnings and fixed penalty notices. Although the centre of this campaign is the Leisure Park in relation to the fast food being eaten and thrown out of cars, we will be monitoring the situation across the borough.

We are currently trying to reactivate Neighbourhood Watch schemes in Hotspot areas. One such are is Canadian Way in relation to the pavilions. By having an active Neighbourhood watch in the area it will mean that residents have a better sense of security and provide us with a singular point of contact in the road.

There is already a Neighbourhood Watch set up in Candian Way however the scheme does not currently have a coordinator. This means that if one is not found the scheme may lapse. Therefore we are appealing for volunteers wishing to take on the role. The key tasks to be under taken are:

- Encourage early reporting of suspicious incidents.
- Receive crime information from the Neighborhood Watch messaging system and distribute these messages to scheme members.
- Encourage scheme members to be aware of and put into practice crime prevention measures, such as property marking and security devices.
- Keep a check on vulnerable households and provide advice to members about dealing with callers at the door.
- Circulate newsletters and other relevant information to scheme members.
- Welcome newcomers to the neighborhood and invite them to be part of the scheme.

If you are aware of anyone living in the road wishing to take on the role or you would like a scheme set up in another road please contact us. I have attached a leaflet explaining more about Neighbourhood watch.

### Incidents of note

- The pavilion at Canadian Way/ Norrie Court has been refurbished Our colleagues and ourselves continue to monitor the shelters by:
  - Regular high vis patrols of the area
  - Providing advice to users of the pavilion and recording details of persons using the pavilion
  - Gathering evidence for further interventions such as ABC's
  - Removal of graffiti from the pavilionsThere continues to be a noticeable reduction in ASB related incidents at the pavilion. Patrols are still in place due to the increased community tension relating to this issue.
- Co-Op littering – We continue to monitor this though the store continue to strive to keep the area clean; No offences have been witnessed by CSPOs in the area.
- Parking disputes in Gillies Drive – There has been some disputes over parking however the issue has been dealt with and attached leaflet given out to advise residents of any misconceptions when it comes to parking.



Tel- 01256 844844

Email- [cspo@basingstoke.gov.uk](mailto:cspo@basingstoke.gov.uk)



## APPENDIX 6

### ROOKSDOWN PARISH COUNCIL

#### IMPORTANT NOTICE

#### PROTOCOL FOR REPORTING AT MEETINGS

1. The Council supports the principles of openness and transparency in the way it conducts its meetings.

**Sound recording, photographing, filming, and use of social media** at meetings which are held in public is permitted:

(a) subject to the provisions of the Protocol for Reporting at Meetings;

and

(b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

2. Where recording has been confirmed by the Chairman an announcement will be made at the start of the meeting to advise all participants of the presence and location of any recording devices.

3. If you enter the room after the meeting has started please ensure that any recording does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

4. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

Lorraine Jeffs (Clerk)

28 February 2015