

**MINUTES OF THE MEETING OF ROOKSDOWN PARISH COUNCIL
HELD IN THE COMMUNITY CENTRE, ROOKSDOWN, ON
MONDAY 22 JUNE 2015 COMMENCING AT 7:45PM**

Present: Cllrs Mahoney (Chairman), Auerbach, Botten, Cook, Lovett, Mason, Tarrant & Wintle-Camp (After co-option)

In attendance: Mrs Lorraine Jeffs (Clerk)

Also present: County Cllr Stephen Reid, Borough Cllr Simon Bound and 2 members of the public

33/15 APOLOGIES FOR ABSENCE RECEIVED

The following apologies were approved, accepted and recorded: Cllr Nyengedza (Deployed) & Debbie Adlam (R.C.A)

34/15 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 Mahoney declared a pecuniary interest in item 48/15

Cllr Botten declared a pecuniary interest in item 48/15

35/15 PUBLIC PARTICIPATION

None

36/15 APPROVAL OF THE MINUTES

The minutes from the meeting held on 18 May 08/15 – 32/15 was accepted as an accurate record and was signed by the Chairman Cllr Mahoney.

The minutes from the meetings held on 2 June & 16 June 2014 were signed by the Chairman Cllr Mahoney Item 2 from Internal Audit report (minutes unsigned).

37/15 TO AGREE TO RESOLVE ANY NOMINATION(S) FOR CO-OPTION

IT WAS RESOLVED to co-opt Monique Wintle-Camp as a new member of Rooksdowm Parish Council. Cllr Wintle-Camp signed a Declaration of Office form and was provided with a blank Declaration of Interests pro-forma which she was asked to complete and return to the Clerk within 28 days. This Co-Option process was to replace Simon Bound.

38/15 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Cllr Monique Wintle-Camp and the other new Cllrs that have been Co-opted as Parish Councillors during the last few months. In view of the relatively new team the Chairman suggested that a team building development meeting should be arranged in July for all Cllrs to attend – this could serve as an induction to the role for our newer members and where Cllrs could get to know each other in an informal meeting.

Lighting

Lighting continues to be one of the Chairman's main priorities ... main wins ... Canadian Way and Peggs Way have now been fixed. 45 lights ... down to 7 not working (including 2 which have been brought to his attention down Downside Close). Regular updates from TW – likely to drag on til mid August before fixed.

We also have an issue with lights behind Costa (never working since installation) – which TW are currently investigating and will provide an update in the next TW / HCA / RPC liaison meeting in July.

Speed limit – 20 mile an hour zone

The Chairman highlighted that the 20 mile hour speed zone has been introduced however was not quite sure that residents / visitors / hospital staff / hospital visitors are abiding by the zone limit. There is strong support for the Parish Council to organise the purchase a Speed indicator devise (SID) or a speed gun with volunteers from the residents taking part and recording the speed limit of motorists. This information will then be passed to the police. This will form an agenda item at the next PC meeting.

Anti – Social Behaviour

The Chairman spoke about recent incidents of Anti-social behaviour, Fires and more damage to the Pavilions. The Chairman would encourage all residents who witness issues of ASB by young people to challenge them on this (where it is safe for them to do so) and ask them to stop. We have the summer months ahead of us ... Residents are encouraged to report any issues of anti-social behaviour to 101 for the Policing and Community Safety teams to address.

Liaison meeting with TW / HCA

The Chairman sent Councillors the actual minutes of the meeting that was held with TW / HCA at very short notice in May for reference. The Chairman will continue to send out the minutes for all councillors to be aware of the content of the meetings. Cllrs are encouraged to attend future TW/HCA/RPC liaison meetings where possible. The minutes contain updates on The Avenue, Road adoptions. West & East side of Core Area, green spaces - particularly down Harness Court, the Taylor Wimpey compound (close to Trumpet Junction)

Street Furniture

The street furniture programme is sat with B&DBC who are scoping out what we need along with the actual procurement of the furniture. Meeting planned before the end of June to see the plans. We need to agree the latest agreement from the council this evening. There is an agenda item in this meeting about the Street Furniture..

Summer Fair & Community Picnic

The Chairman asked for support from the Cllrs at both the Summer Fair and Community Picnic (both in July)

39/15 URGENT MATTERS

None

40/15 CLERK'S REPORT

The Clerk announced that payment transactions had been made for the first time using the Lloyds Online Business Banking system. The Clerk confirmed that this method was more effective and less time consuming than using the Cheque book.

The Clerk also informed the Council that from this month, the new system for Councillors reviewing the payment documentation prior to authorising payments, will be that two councillors will be presented with a folder containing the relevant documentation which they take away and review prior to authorising payments online.

The Clerk informed the Council when claiming for (re: expenses) a VAT receipt should be requested and this will be issued if applicable by the retailer. The Parish Council can then claim the amount back at the end of the year.

Debbie Adlam's email was read out to the Council requesting support from the councillors on the 5th July at the summer Fair.

The Clerk handed the Chairman an email received from a resident which the Chairman felt he should inform the rest of the council of and read out during the meeting. The Chairman said he would write back to the resident with an update of the Parish Council's position in this matter.

41/15 REPORTS RECEIVED

REPORTS RECEIVED

District Councillor Stephen Reid - Report attached as (Appendix 1)

Borough Councillor Simon Bound - Report attached as (Appendix 2)

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

42/15 TO PROPOSE AND AGREE TO RATIFY THE DECISION TO ADD ADDITIONAL SUB-COMMITTEES AND NOMINATE COUNCILLORS TO BE PART OF THEM

It was agreed to add and appoint the councillors to the respective committee's as follows:

Communication: Cllr Wintle-Camp (Chair), Mahoney & Botten

Open Space: Cllr Tarrant (Chair), Wintle-Camp & Mahoney

Traffic & Transport: Cllr Auerbach (Chair), Mahoney & Cook

43/15 TO APPROVE THE LATEST LIF STREET FURNITURE AGREEMENT

It was agreed to approve the updated LIF agreement for the Rooksdown street furniture which will replace the previous LIF draft. This motion was proposed by Cllr Mahoney, Seconded by Cllr Lovett and unanimously agreed by the rest of the council.

44/15 TO APPROVE THE JOB DESCRIPTION AND CONTRACT FOR THE LENGHTMAN'S ROLE AND DISCUSS & AGREE WHERE THE PARISH COUNCIL WILL ADVERTISE AND DO THEIR TENDERING FOR THIS POSITION

Cllr Tarrant presented an advertisement to the Cllr which included the job role. It was agreed to change the name from Lenghtsman to Handyman and although some amendments will be made to the draft advert, it was agreed in principle to accept the advert and advertise on the Parish website, Parish notice boards & the Basingstoke Gazette. (Appendix 6)

45/15 TO DISCUSS & AGREE WHICH COUNCILLORS CAN ATTEND THE ROOKSDOWN SUMMER FAIR AND REPRESENT RPC ON THE STAND AND REVIEW & CONSIDER WHAT PREPARATION IS REQUIRED AHEAD OF THE DAY

All of the councillors confirmed that they would be present on the day to help for either the whole day or part of it. Future preparations are to get the posters ready for the stall and ensure the members invited have confirmed and have the relevant information.

PLANNING & DEVELOPMENT

46/15 Planning Applications:

Reference: 15/000982/RET
Location: North Hampshire Hospital Aldermaston Road G24 9LZ
Proposal: Retention of temporary modular building for part clinical, part office space use with 14 no air conditioning units for five year period
Date: (Extension granted until 6 July)
Comments: Rooksdown Parish Council objects to the proposed plans based on the length of time the temporary accommodation will be used. Rooksdown Parish Council believes once renovation work is complete, these temporary buildings will be used to house additional staff but additional parking to accommodate this have not been provided. There is already a parking issue within the Rooksdown estate caused by hospital staff and visitors and these additional buildings will add to the issue.

FINANCIAL MATTERS

47/15 TO DISCUSS & AGREE ANY AMENDMENTS TO ITEM NUMBER 6.13 & 6.15 OF FINANCIAL REGULATION AND RESOLVE TO ADOPT THE DOCUMENT

IT WAS RESOLVED to accept the changes made to item numbers 6.13 & 6.15 of the Financial Regulations and to record and adopt the document at this meeting.

48/15 FINANCIAL REPORTS (Documents A1, A2 & A3) 2015/2016

A financial report & Bank Reconciliation at 22 June showed a balance of £56,052.69 in the 30 notice account and £6,301.98 in the Treasurers' Account. This was noted by the chairman Cllr Mahoney and approved by the council. Documents A1 & A2 **hard copy** attached (Appendix 4)

49/15 TO NOTE THE QUARTERLY FINANCE REPORT

Q1 was received and noted by the council. The Clerk announced that she had added an additional column for "Office Accommodation" which is a new item that the Parish Council is being billed for each month. Therefore this was not taken into account when the forecasting was done for the new budget so £400.00 has been taken from reserves which now totals at £43,100.00. Attached (Appendix 5)

To pass a resolution in accordance with the Public Bodies (Admission to meetings) Act 1960 to exclude the public and press

50/15 TO REVIEW & DISCUSS THE CONTRACT OF THE PARISH CLERK TO AMEND THE TITLE SO IT INCLUDES RESPONSIBLE FINANCIAL OFFICER IN ADDITION TO CLERK AS PER THE INTERNAL AUDIT (REPORT ITEM 3)

This was a closed meeting to public and press and the information discussed during this item is confidential and record separately. A discussion was held by Cllrs and decisions unanimously made across all points.

The following Online Business Banking payments are for approval at the **22 JUNE** RPC meeting:

DATE OF DATA ENTRY	PAYEE	SERVICE	BANK REFERENCE	AMOUNT
22 June	Lorraine Jeffs	Salary + Expenses	June Salary	£718.15
22 June	Paul Mahoney	Expenses (relating to Summer Fair)	Expenses	£47.44
22 June	Prontaprint	Newsletter	1745 – 16066	£345.00
22 June	R.C.A	Grant	Invoice 1 – R.P.C Grant	£2,106.00
22 June	R.C.A	Grant	Invoice 2 – R.P.C Grant	£939.00
22 June	R.C.A	Room Hire, Telephone line & Broadband	Invoice 2015 – 503	£84.00
22 June	R.P.C	Pension contribution June	K9880	£142.11
22 June	WHUK	Web hosting	R.P.C – 166436	£19.98
22 June	R.P.C	Room Hire, Telephone Line & Broadband	R.P.C 2015 - 499	£183.00
22 June	HMRC	June’s contribution	581PH002332091602	£3.41
22 June	HALC	Minute Taking Course (Parish Clerk)	12350	£42.00
		TOTAL:		£ 4,680.09

DATE & VENUE OF THE NEXT MEETING

The next Rooksdown Parish Council meeting will be held on 20 July 2015 at the Community Centre.

There being no further business the meeting adjourned at 11.20pm

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

[Traffic calming / Lodge Junction / The Avenue](#)

We are reaching the end of the long repair to the Avenue, with the final surfacing work.

The Borough Council has agreed the land transfer needed to facilitate the Lodge Junction improvements. I am looking forward to receiving a start date for this next stage of the anti-rat-running strategy.

[Aldermaston Road Triangle](#)

The Borough Council has selected Bovis as its development partner. The new approach appears to be more focussed on houses than the flats-only plans that were rejected last time round. There is a public exhibition in the community centre (thanks to Simon who insisted on it being relocated) on Tuesday 30th June, 1400hrs to 2000hrs.

[Rooksdown School](#)

Building works continues, albeit a little behind schedule because of problems with the solar panels. For the second month in a row I can report no further contacts regarding the admissions problem, where about 12 families were told 'yes' and then 'no'. I think this issue is therefore resolved.

The school will open in September with the following facilities in place:

- The Year R classroom, its entrances and exits
- Toilet facilities
- External play space
- ICT facilities

There will be a safe and secure line of segregation between the contractor, who will be carrying out final cosmetic snagging, and the school.

The down side will be that school assemblies for the 30 pupils will not be possible until end-September and school meals will have to be eaten in the classroom.

[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.

We are still in the hands of the developers regarding completion of outstanding works and this has a direct impact on the introduction of the 20 mph speed limit. The order for the slower limit has been made but the works need to be done first.

[Superfast Broadband](#)

A placeholder: 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.

[Councillor Grants](#)

Richard Lee has submitted an application to me for new tables for the Youth Club. I have approved it.

County Council Divisions

The Boundaries Commission has initiated a review of Hampshire County Council's Divisions, as some of them are now unduly large. The County has decided not to increase the number of Members, staying at 78.

The emerging proposals show Basingstoke North West virtually unchanged: a tidying up of the Buckskin-area boundaries is envisaged.

Stephen Reid, June 2015

APPENDIX 2

Update to Rooksdown Parish Council – 22nd June 2015

Update from Borough Councillor Simon bound

LIF applications

WISPS pre-school have withdrawn their application.

Final submissions have been completed for review by the portfolio holder at BDBC.

A members' advisory panel (MAP) has been set up to review the way the Local Infrastructure Fund is working. I am a member of this MAP.

The MAP could make a recommendation to change how the scheme works. I believe it is therefore important to progress potential bids that could be supported by the RPC; access improvements to the Spinney, "Rooksdown Trail" etc.

Section 106 monies

I have now obtained a summary of developers' contributions, received, spent and anticipated in the future by BDBC. With the interaction between S106 and LIF I would suggest the time is right for the RPC and RCA to conduct an exercise to map out the future needs for the area and identify monies available. Once this "masterplan" has been created it can then be shared with the borough to bring some focus and clarity for everyone on what we are aiming to achieve.

Open spaces master plan

Path and tree planting has been completed. The plan of play equipment has been shared and we are now awaiting installation. This is still scheduled to be towards the end of July / beginning of August.

I am working with the open spaces maintenance team to get the new grass cutting regime instigated (not leaving half the park with long grass).

The Avenue works

After discussions with Taylor Wimpey and the Chair of RPC the work to complete the road improvements is still progressing, if slightly delayed. Congestion at Rooksdown Avenue appears to have been mainly resolved since the reopening of the The Avenue.

Temporary road closures are expected over the next few weeks to complete the final wearing course for the road.

The Lodge Junction

After attending the pre-contract meeting with HCC regarding the demolition of The Lodge it is good to see the works have been carried out ahead of schedule, with no asbestos being found in the building. This should mean all preparation work has now been carried for the improvement of road junction.

A339 Roman Road Roundabout

I still haven't had a response from HCC Highways after forwarding on a resident's suggestion that cutting back the vegetation should be investigated. It has been suggested that this temporary measure may go a small way to make the roundabout safer until more major work can be carried out to improve the junction.

I have had discussion with David Wilson Homes regarding the communities concerns around the timing for future improvement of this junction. The outcome being that DWH believe they will be making a significant contribution, via S106, to the cost of improvement. With no indication as to whether a total cost for any complete scheme has been calculated and therefore programme of work scoped and any additional funding secured it is still difficult to any clear line of site on what or when any work might be carried out.

David Wilson Homes

After the experiences that many residents have had regarding property build quality I have asked DWH to look at how we can work closely with them through all of the build stages to ensure any identified problems are dealt with and ideally avoided. The avoidance of build quality issues is something I know Cllr Reid is working on.

Aldermaston Triangle

BDBC have exchanged contracts with Bovis Homes on this piece of land. Completion of any deal with go ahead once planning has been granted for the development.

A meeting will be happening in the near future, with the developers and Cllrs Bound & Reid and the RPC ,to understand the proposals but the outline I believe is; 103 total units, 75 one and two bedroom houses and 28 flats.

GP Surgery

I am currently working with Maria Miller MP to establish what is happening regarding the development of the permanent GP Surgery. We are hoping to get some firm news after a meeting of NHS Property Services in the next few weeks.

The Old Hall

I am currently waiting to receive a work programme for the start of this development.

BDBC Planning Department

I am still awaiting a response from the planning department regarding both the timings for the Pavillions application and the date when the listed building consent was given for the Barn.

Community Picnic 18th July

I look forward to attending the first community picnic since the jubilee celebrations.

Minor crime - Community Facebook groups remain 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.

I am trying to encourage the CSPO team to include Rooksdown in their next initiative to tackle litter and dog fouling. This is proving difficult as Rooksdown appears to have a relatively low incidence of reporting these events. These can both be done through the BDBC contact centre on 01256 844844. It appears that BDBC are recruiting over the next few weeks for a full time litter picker for Rooksdown.

Report it

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

by e-mail via customer.service@basingstoke.gov.uk

by phone on 01256 844844 on 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

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

APPENDIX 3

Community Safety Patrol Team- update for Rooksdown Parish Council

JUNE 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 current CSPO Campaign is dealing with cigarette litter across the borough. Focusing on the town centre. The campaign has centred around the below message – Please feel free to share this where



appropriate.

NHW Update: A new NHW coordinator is now in place in Canadian way and we are assisting in contacting residents to re-launch the scheme.

Incidents of note

- We have received reports of youth nuisance increase in the area – Through the help of the Community Centre and Rooksdown Youth Club we have been able to speak to some of the offenders who have been advised of the Anti-Social Behaviour Warning and Acceptable Behaviour Contracts that are available to us at Basingstoke & Deane Borough Council – Thank you to everyone's help in identifying this individuals.
- We have received reports of an increase of litter on the fields adjacent to the Community Centre – Are next campaign is to target litter and ASB in parks and it is likely that the area will play a prominent part in this.

Regards,

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

APPENDIX 5

BUDGET AND PRECEPT CALCULATION 2015/2016												
		Q1: April, May, June			Q2: July, Aug, Sept			Q3: Oct, Nov, Dec			Q4: Jan, Feb, Mar	
Opening Bank Balances		Projected	Actual	Variance	Bank	Closing	Balances	Bank	Closing	Balances	Bank	Closing
	Total			£0								
Budget 2015/16	Budget	FIRST	QUARTER		SECOND	QUARTER		THIRD	QUARTER		FOURTH	QUARTER
		Budget	Expend/Income	Cumulative Variance	Budget	Expend/Income	Variance	Budget	Expend/Income	Variance	Budget	Expend/Income
CAPITAL												
Addition to Reserves (future capital projects)												
Street Furniture (N Boards/Seat/Signage etc)												
Grit Bins/Locks												
REVENUE COSTS												
Admin Costs												
Clerk Salary	9500	2375	2769	394	4750		4750	7125		7125	9500	
Handyman Costs	6000	1500	0	1500	3000		3000	4500		4500	6000	
Office Accommodation	400	0	165									
Admin Expenses }	1500	300	153	-147	600		600	1200		1200	1500	
Training	250	65	35	-30	125		125	190		190	250	
Insurance	500	500	487	-13	500		500	500		500	500	
Newsletter Costs/Printing	2600	650	990	340	1300		1300	1950		1950	2600	
Meeting Costs	600	150	331	181	300		300	450		450	600	
Audit	300	125	125	0	300		300	300		300	300	
Events	4000	0	0	0	0		0	4000		4000	4000	
Section 137	10000	5000	3045	1955	5000		5000	1000		1000	1000	
Subscriptions												
HAPTC/NALC/DATA PROTECTION/CILCA	930	895	885	-10	930		930	930		930	930	
Parks & Open Spaces												

Grounds maintenance	250	125	0	-125	250		-250	250		-250	250	
Grit/Salt supplies	500	0	203	203	0		0	0		0	500	
VAT				79			0			0		
Gross Expenditure	37330	11685	9188	-2583	17055	0	17055	22395	0	22395	27930	0
Income												
Precept	27330	13665	13665	0	27330		27330	27330		27330	27330	0
Bank Interest	15	3	6	3	7		-7	11		-11	15	
Limited General Grant	1100	1100	1100	0	1100		1100	1100		1100	1100	
Community Tax Support	1361	1361	1361	0	1361		1361	1361		1361	1361	
Other receipts	2000	0	0	0	0		0	2000		2000	2000	
VAT Receipts	970	970	1161	191	970		970	970		970	970	
Gross Income	32776	17099	17293	194	30768	0	30768	32772	0	32772	32776	0
Surplus/Deficit	4554	-5414	-8105	2777	-13713	0	13713	-10377	0	10377	-4846	0
Earmarked Reserves												
Comprising:												
Capital Projects Reserve												
Fireworks Event Reserve												
General Reserve (Min. 25% of revenue costs)												
Total	0											