



ROOKSDOWN PARISH COUNCIL

MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 27 November 2017 at 7.45 PM

	In Attendance	Apologies	Absent
Councillor Mahoney (Chairman)	✓		
Councillor Botten	✓		
Councillor Bound (Borough Councillor)	✓		
Councillor Hendon	✓		
Councillor Lovett		✓	
Councillor Mason	✓		
Councillor Payne	✓		

Clerk: Martin Whittaker

Also in attendance:

Michelle Biggs, Rooksdown Community Association

176/17 To receive apologies for absence

Councillor Lovett sent his apologies.

177/17 To receive and note any declarations of prejudicial interest and requests for dispensation in items to be discussed

Cllr Bound declared an interest in items 183/17.01 and 188/17 as an employee of the Rooksdown Community Association (RCA). Cllr Hendon declared an interest as the partner of Cllr Bound. Cllr Mahoney proposed that Cllr Bound be granted dispensation, for this meeting, to be present and provide factual background for these two items. The motion was seconded by Cllr Payne. **IT WAS RESOLVED** unanimously that Cllr Bound should be granted such dispensation.

178/17 To approve as a correct record the minutes of the Rooksdown Parish Council meeting of 23 October and the Extraordinary Meeting of 31 August 2017

The motion being proposed by Cllr Mason, seconded Cllr Hendon, **IT WAS RESOLVED** unanimously to approve the minutes of the Rooksdown Parish Council meeting on 23 October and 31 August 2017.

179/17 To receive an update on matters arising not covered on the agenda

- **156/17 Dignity at Work** policy to be reviewed & brought for agreement in a future Parish Council Meeting
 - Cllr Bound has completed the work. He will distribute it, and it will be on the agenda for the next meeting.
- **156/17 Grit Bins** – Cllr Lovett is still to undertake a review of the grit bins across the site.
 - Cllr Lovett has completed an inventory. The meeting requested the Clerk to ask him to arrange for them to be filled up. Cllrs Mahoney, Mason, Hendon and Payne volunteered to help.
- **167/17 External Auditor:** Cllr Mahoney to challenge the External Auditor on 2 issues raised and bring an update to the next Parish Council meeting.

- Cllr Mahoney had raised a challenge on three items: the absence of a Clerk, size of reserves and the absence of the speed camera from the asset register. These had all been addressed by the council and appropriate comments would be placed on the audit report.

180/17 To invite members of the public to address the meeting

No members of the public wished to speak.

181/17 To receive reports from:

- Chairman of Rooksdown Parish Council
 - Attached as Appendix A
- Clerk to the Parish Council – nothing to report
- County Councillor
 - No report submitted, however, Cllr Bound reported that Councillor Taylor has been closely involved in the successful resolution of the parking issues round the school. He was also a very popular Santa Claus at the Xmas fair.
- Borough Councillor
 - Cllr Bound reported that 41 tickets had been issued in October for parking on the Avenue, which may help resolve parking issues. Cllr Bound Also been involved in the prospective purchase of open space by the resident of 77 Gander Drive, but felt he could no longer support the resident in this matter.
 - Costa had been broken into in the previous week. With Xmas coming, Cllr Bound reminded everyone to be vigilant.
- Rooksdown Community Association
 - The Chairman asked Michelle Biggs if she would speak on this matter. She reported that the Xmas Fair had been highly successful. The stallholders went away happy, though numbers were perhaps down on last year. The children’s Xmas party is scheduled for 10 December.
- PCSO
 - No report. The Clerk will contact the PCSO to invite him to a future meeting **Action Clerk.**

182/17 To discuss the ongoing development of the Manydown project

Cllr Bound reported that a new project manager had recently been appointed, and is planning to visit Rooksdown in the near future. Meeting with RPC and a public consultation were also being planned.

183/17 To receive an update on the Barn, Main Hall & Retail Unit

Cllr Bound reported that he and Cllr Lovett had been working with the solicitor to purchase the Barn freehold on behalf of RPC and the retail units leasehold on behalf of RCA. This had run into problems and discussions with the developer had collapsed. There was the possibility of enforcement action on the Barn as Taylor Wimpey had not completed refurbishment.

188/17 To approve the release of funding to Taylor Wimpey to secure retail units for community space

This item was moved up the agenda as it follows on directly from 183/17.

Cllr Bound tabled a briefing note, attached as Appendix B. In summary:

- The retail units had been offered to RCA but the price was conditional on completion before 31 March 2017.
- RCA had insufficient funds available until S106 funding was received at a later stage.

- He suggested that RPC might be willing to join in the purchase of the units, with RCA having an option to buy them from RPC when funding became available, with all legal costs being borne by RCA.

After a short factual discussion Cllrs Bound and Hendon withdrew from the meeting.

The meeting concluded that:

- RPC was willing in principle to join in the purchase, provided any risks to the council could be suitably mitigated.
- Because of the urgency any decision would be made at an Extraordinary Meeting to take place at 1945 on 11 December 2017
- The Clerk was asked to prepare a report for the meeting on the likely financial risks **Action Clerk.**

Cllrs Bound and Hendon rejoined the meeting.

183/17.01 To discuss the Solicitor charges of £3,949.90+VAT and the invoices for £500 to the Community Association for the Project Management of the discussions.

A motion to approve the payment to the solicitors as proposed by Cllr Mahoney and seconded by Cllr Mason. **IT WAS RESOLVED** unanimously that the payment should be made.

The invoice for project management represented 2 days work per month and would continue for the foreseeable future. It was agreed that, although the matter had been discussed at a previous meeting, no budget had been approved for this. It was proposed by Cllr Mahoney, seconded by Cllr Mason, to defer further discussion until the Extraordinary Meeting. **IT WAS RESOLVED** unanimously that the discussion should be so deferred.

184/17 To receive an update on the Skate Park project

Cllr Payne reported that, as a result of the planning process the Skate Park would require significant extra expenditure, but much of this could be financed under the Local Infrastructure Fund. The meeting agreed that this was the best way forward. However, this could still involve significant expenditure by RPC. Discussion of the approval of such expenditure would therefore be deferred to the Extraordinary Meeting on 11 December

185/17 To note the current financial situation and to sign the bank statements

The Clerk explained that he was working on the council finance and would prepare interim accounts and a reconciliation for the January meeting.

186/17 To note the addition of the Clerk to the bank mandate and facilities

Cllr Mahoney noted that the Clerk would be added to be bank mandate.

187/17 To note and/ or approve the following for the Clerk:

187/17.01 To approve enhanced licence for Office 365 to give the clerk offline versions

This was to provide offline versions of Microsoft Office programs for the Clerk, involving additional expenditure of £67.20 pa. Cllr Tim proposed and Cllr Mahoney seconded the motion, and **IT WAS RESOLVED** that the licence would be so enhanced.

187/17.02 To note expenditure on new IT equipment

Cllr Lovett had reported to the Clerk that he had spent £154 on a monitor, £200 on a refurbished laptop, and £21.75 on keyboard and mouse. He will submit expenses in due course.

187/17.03 To approve delegation to the clerk of expenditure on stationery and office supplies up to an agreed limit

Cllr Mahoney proposed and Cllr Payne seconded that the Clerk be able to spend up to £50 per month, up to a total of £500 per year on stationery and office supplies. **IT WAS RESOLVED** that the expenditure be so delegated.

189/17 To consider and agree requests for payments

Cllr Mahoney proposed and Cllr Mason seconded the motion and **IT WAS RESOLVED** that the following sums were approved for payment:

No	DATE	FOR	AMOUNT	INVOICE	BY
1	30/10/17	Phillips Solicitors – legal fees for Barn etc	4649.20	10171339	ePay
4	16/11/17	RPC – room rental	34.00	591	ePay
5	17/10/17	RPC – Advent calendars	375.00	610	ePay
7	18/11/17	Cllr Botten – expenses	8.36		ePay
8	2/11/17	Cllr Mahoney - expenses	26.00		ePay
9	30/11/17	Clerk - salary	597.34		ePay
10	21/11/17	Clerk - expenses	7.30		ePay

190/17 To note amount of Council Tax Support Grant, together with the procedure and deadline (31 January 2018) for submitting the precept request

Noted.

191/17 To appoint a working party to meet in December to make recommendations for budget and precept for 2017-18

It was agreed that there would be a meeting of a finance working group, chaired by Cllr Mahoney, 0930-1100 on 9 December in the Community Centre. Cllrs Mason, Hendon, Payne, and Bound agreed to attend. The Clerk also agreed to attend and would ensure Cllr Lovett was invited **Action Clerk**.

192/17 To receive an update on the RCA handyman

The handyman had been appointed. He would start off doing half his hours in December, full hours from January.

193/17 To receive an update from the Clerk on the allotments at Merton Rise, and take appropriate decisions (see briefing note)

It was agreed that this should be referred to a working party, chaired by Cllr Hendon, to report back to the council in early 2018. Cllr Mason would also represent the Council, but the rest of the party would consist of potential allotment holders. The Clerk and Cllr Hendon would liaise to set up an initial public meeting. The Clerk would also contact all potential allotment holders **Action Clerk, Cllr Hendon**.

194/17 To discuss LIF application proposals

This was deferred to a future meeting.

195/17 To consider Planning Applications:

195/17.01 [17/03757/HSE](#) | Erection of rear conservatory | 4 Pegg's Way Basingstoke Hampshire RG24 9FX

Proposed by Cllr Botten and seconded by Cllr Hendon, **IT WAS RESOLVED** that the council had no objections.

Late items not on the agenda:

195/17.02 [17/03751/FUL](#) | Alterations to existing car park to provide 27 no. additional spaces and 4 no. additional disabled parking spaces with alterations to existing lighting and CCTV. | Parklands Hospital Aldermaston Road Basingstoke RG24 9RH

Proposed by Cllr Mahoney and seconded by Cllr Mason, **IT WAS RESOLVED** that the council would support this application.

195/17.03 [17/03795/FUL](#) North Hampshire Hospital 140 m² extension to Emergency Dept.

Proposed by Cllr Mahoney and seconded by Cllr Payne, **IT WAS RESOLVED** that the council had no objections to this application.

195/17.04 17/03818/FUL | Change of use of land from public open space to residential | 77 Gander Drive Basingstoke Hampshire RG24 9JR

It appeared that the resident was applying for change of use prior to attempting to purchase the land from B&DBC. However, it would result in the loss of part of an open space, next to a play area, with significant amenity value.

Proposed by Cllr Payne and seconded by Cllr Mason, **IT WAS RESOLVED** that the council objected to the application on the ground of loss of open space and amenity value.

196/17 To note current situation and procedure on co-option

Confirmation had been received from the Electoral Service Officer that no request for election has been received.

The RPC procedure for co-option begins by advertising the vacancies on the notice boards. Expressions of interest would then be brought to the next ordinary meeting for discussion and voting.

197/17 To receive and discuss grant applications

One application had been received, from the Victim Care Service, for £100. Proposed by Cllr Hendon, seconded by Cllr Mason, **IT WAS RESOLVED** that the donation be made. The Clerk would arrange payment before the next meeting **Action Clerk**.

198/17 Chairman's correspondence

None received.

199/17 Clerk's correspondence

- From giffgaff, suggesting we reduce expenditure on the Clerk's phone. The Clerk will forward the email to Cllr Payne who will investigate **Action Clerk, Cllr Payne**.
- HALC funding bulleting about waste prevention grants
- B&DBC, detailing proposals to charge for by-elections

200/17 To confirm the date of the next meeting:

Next ordinary meeting will be on 22 January 2018 but there will be an extraordinary meeting on 11 December 2018.

201/17 Closed Item - Exclusion of Press and Public

To consider passing the following resolution:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt, legal, staff and contractual information, as defined in Paragraph 1 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.

There being no business to discuss under this item, no motion was proposed.

202/17 Chairman to close meeting

There being no further business, the Chairman closed the meeting at 10:45pm

Appendix A

Chairman's Report for Rooksdown Parish Council meeting – November 2017

New Clerk & RFO for Rooksdown Parish Council

Welcome to Martin Whittaker who started as the Clerk & RFO for Rooksdown on 1 November.

Thanks to Cllr Lovett & Michelle Biggs (from the Community Centre) for their help with interviews for Rooksdown Clerk & RFO. I undertook referencing and drafted the Clerk/RFO Contract which is currently with the HR Committee to approve.

We thank David Hillier-Wheal (Clerk/RFO at Bishopstoke) for his help & support since the beginning of the year & I will draft a thank you email to him following this meeting.

Rooksdown Reporter

FOR INCLUSION IN ROOKSDOWN REPORTER NOVEMBER 2017

Rooksdown Parish Council
Empowering our community

Rooksdown Parish Council would like to welcome **Martin Whittaker** as our new Parish Clerk. Martin, who is QJCA qualified & has 17 years' experience of parish council work, brings with him a wealth of knowledge & experience. This appointment will provide great stability and continuity for Rooksdown. Martin hopes to meet or speak to as many of you as possible in the coming weeks and months. In case you need them - Martin's contact details are 07928 129122 or parish.clerk@rooksdow.org.uk

For news about all the projects we are currently working on, we look forward to seeing you at a forthcoming Parish Council meeting. There's no meeting planned in December this year. Dates for meetings in 2018 can be found opposite and on the Parish Notice Boards around the Parish and of course on our Parish Council Website.

I very much look forward to meeting you at the Christmas Fair on Saturday 25th November ... which has always been a great event for Rooksdown. Thanks to the Community Association for all their efforts in pulling this event together!

All the best
Cllr. Paul Mahoney
Chairman - Rooksdown Parish Council

Parish Council meetings in 2018

Monday 22nd January
Monday 26th February
Monday 26th March
Monday 23rd April
Monday 21st May
Monday 25th June
Monday 23rd July

August - no meeting
Monday 24th September
Monday 22nd October
Monday 26th November
December - no meeting

Rooksdown Parish Council
Empowering our community

Rooksdown Parish Council is nine members of the public and we come to each Parish Council meeting at the Community Centre on the 4th Monday of the month and spend an average of around six hours each month advising and helping to run our community.

From time to time there are vacancies to become a Parish Councillor ... These vacancies are advertised on both the Parish Council rooksdow.org.uk and the Parish Council Website.

If you think you might like to consider becoming a Parish Councillor, which does not take up a great deal of your time and is a very worthwhile & rewarding community service, and you would like to know more about what is involved or any other information, then please contact the Parish Clerk on are 07928 129122 or parish.clerk@rooksdow.org.uk



COMMUNITY SPEEDWATCH

#RooksdownSpeedwatch

Great to see our Community SpeedWatch team has been out & about in Rooksdown regularly to help implement the 20 mph limit for the benefit and safety of all Rooksdown residents.

PLEASE RESPECT THE 20mph LIMIT

If you do so, then so will the people behind you
If you want more details of how to support the Rooksdown Community SpeedWatch team, please contact Paul Mahoney on cllr.paul.mahoney@rooksdow.n.org.uk

I took an action in the last Parish Council meeting to provide content for the Rooksdown Reporter by 26/10 (as above).

Thanks to Cllr Bound for pulling together the latest edition of the Reporter and for those Parish Councillors who delivered the publication.

Skate Park comments for the Basingstoke Observer

I was approached on 6/11 to provide some comments for inclusion in a newspaper article about the Skate Park, which I gladly provided as follows:

This Skate Park project is thanks to a successful Local Infrastructure Fund (LIF) bid from the Parish Council which secured funding for the delivery of the scheme and has taken a great deal of effort by all those involved.

This will be a fantastic facility for the community in Rooksdown and will provide a constructive and relatively safe environment where users can develop social and physical skills and where respect of the facility and other users will shine through.

David Wilson Homes – launch of Gillies Meadow Show Home



All councillors were invited to the launch of the Gillies Meadow Show Home.

Cllr Bound as Borough Councillor, Cllr Hendon and I attended the launch of the Marketing Suite & opening of the show home, followed by a tour of the show home.

It was a good opportunity to meet senior figures within DWH, discuss the development and to share the concerns we have been experiencing with parking, the state of the roads etc.

Allotments & s106 matters

I have handed responsibility for taking this item forward to the Clerk and there is an item on the agenda to discuss & agree what happens next.

Annual Review of accounts for year ended 31 March 2017

I took an action in the last Parish Council meeting (167/17) to contact the Auditor to discuss a couple of the issues they had raised with the audit. As both of the issues were only advisory ones, and were not qualifications of BDO opinion they did not contact us to discuss - giving us the opportunity to make comments when the completion report comes through in due course.

As an aside, for the financial year 2017/2018 and for the next 5 years a new external auditor has been appointed – PKF Little John. The clerk can present this in the next Parish Council for noting.

TRO to extend the 20mph limit to Barron Place, Florence Way, Gander Drive, Gillies Drive & Nightingale Gardens

HCC have confirmed that the process to extend the 20 mph limit to Barron Place, Florence Way etc is expected to be completed in early 2018. The existing 20mph signs on posts after the walled entry off A339 will be removed and placed at the walled entry location to show the boundary of the speed limit.

I am currently looking to arrange a meeting with the Traffic Management Engineer at HCC – likely to be early January, to discuss the options for the walled entrance to Rooksdown from A339 and will report to a future Parish Council meeting.

SpeedWatch

1 SpeedWatch session has been undertaken since the last Parish Council meeting.

I have shared the data from August – October with HCC who are obviously concerned about child safety given some of the speeds recorded at both locations used to collect the data.

I am currently working with the Principle Engineer, Traffic Management at HCC about how they can support to influence the Safer Roads Officer for the area with the view to arranging an enforcement exercise – should find out by end of this week. The 2 months data will be useful for them to determine the time(s) that they could attend.

We are also discussing the options with regard the speed bumps which are wholly unsuitable for the purpose ... this is deemed a low priority as there is no significant casualty history ... but still on the table.

We have also been invited to consider the Community Funded Initiative. I will review the details and bring forward to a future Parish Council meeting. Essentially, the Community Funded Initiative is aimed at providing minor highway and transport improvements that are of a high value to a community but are not led by a road casualty reduction need.

Play area – Pumphouse Way



Thanks to Cllr Payne for raising a chaser on the swing at the bottom of Pumphouse Way.

I initially spoke to the Play and Sport Manager at B&DBC who confirms that the Swing set became unsafe to use due to a fault with the top beam and so the swing was removed for safety reasons.

B&DBC have raised an order to get this repaired by a contractor but are unable to give a timescale just at the moment due to waiting on parts.

This was completed and fixed on 23 October 2017.

Florence Way / Nightingale

I saw a post on one of the Facebook pages ... with a resident trying to identify who owns (and is responsible for) the bushes / trees on Florence Way at the corner with Nightingale Gardens which sat outside the wall & boundary of the property they annexe. They were proving very difficult for people in wheelchairs or people with buggies to get around – they have to walk out on to the road and it is a 180 degree bend. The resident had not had much success with contacting the council.

I linked in with Gordon Wade at B&DBC – after some effort he was able to confirm that Sanctuary Housing were responsible for that area and contacted a colleague in the enforcement team at B&DBC to contact Sanctuary directly to remind them of their responsibilities for that particular piece of land going forward. In the meantime, he had the tree and bushes cut back as they were a mess.

B&DBC

Thanks to B&DBC for the work done to the hedges just off the A339 & work to some of the Pocket Parks on Park Prewett Road. They have been here on and off for the last 4 weeks working their way round the main green areas under their remit and done a great job in improving the look and feel of the development.



Tree to be removed and replaced in the grassed areas outside Pavilion 3 and also a weed (which looks like a tree) right next to Pavilion 3 to be removed shortly.



I have been in touch with Gordon Wade to convey our thanks.

Parish Councillor vacancies

Following the resignation of Cllrs Parkinson & Brocklebank at the beginning of October, B&DBC have not received any request for an election for either parish councillor vacancy and the 14 days have expired.

The Parish Council has been given authority to follow the approved co-option procedure.

We've had also had 3 expressions of interest to join the Parish Council. I will leave the Clerk to deal with this in a future Parish Council meeting.

Rooksdown Parish Council website

Thanks to Cllr Botten for sorting out the various issues that have recently impacted the Parish Council website and for general ongoing maintenance of the website.

Paul Mahoney November 2017

Appendix B

Rooksdown Retail Units – Briefing document – Item 188/17

Two retail units in Greenlands Road.

Already have had planning permission for change of use to “community use” agreed at Development Control committee and previous application received no objections from neighbouring residents.

Marketing figure £220,000 for both units.

Offer accepted by Taylor Wimpey £150,000 for both with conditional exchange with completion on or before 31st March 2018.

Funding

Purchase price £150,000

Section 106 monies £68,000

Community Association £20,000

Funding gap £62,000

Fit out costs after purchase £50,000 - £60,000

Section 106 monies due (total £970k):

Aldermaston Triangle £110k (due at first occupation January 2018)

Trumpet Junction £120k - £140k (50% before construction, 50% before 51% +)

Park Prewett North £740k (£340k at 150 occupations, £400k at 300)