

ROOKSDOWN PARISH COUNCIL



MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN on MONDAY 23rd May 2016 AT 7.45 PM

	In Attendance	Apologies	Absent
Councillor Mahoney (Chairman)	✓		
Councillor Botten	✓		
Councillor Lovett (Vice Chairman)	✓		
Councillor Mason	✓		
Councillor Mrs Tarrant	✓		
Councillor Payne	✓		
Councillor Jenkins	Resigned		

Also in attendance: Mrs K Ross - Clerk, County Councillor Stephen Reid and Borough Councillor Simon Bound

There were no apologies received

057/16 To elect the Chairman for the ensuing municipal year

It was

RESOLVED

that Councillor Mahoney would be Chairman for the ensuing municipal year, on a proposal by Councillor Lovett and seconded by Councillor Botten and the acceptance of office was signed and received.

058/16 To elect the Vice Chairman for the ensuing municipal year

It was

RESOLVED

that Councillor Lovett would be Vice Chairman for the ensuing municipal year on a proposal from Councillor Mrs Tarrant and seconded by Councillor Botten and the acceptance of office was signed and received.

All other members of the Parish Council signed their declaration of office and these were received.

059/16 **To review and accept the following policies and Council working documentation**
Standing orders
Financial regulations
Health and Safety policy
Dignity at work policy
Complaints policy
Equal opportunities policy
Data protection policy
Safeguarding policy
Social media policy
Co-option procedure
Asset Register
Risk Assessment
Reserves Policy
Reporting protocol

The following policies and council working documentation were reviewed and adopted

Standing orders
Financial regulations
Health and Safety policy
Dignity at work policy
Complaints policy
Equal opportunities policy
Data protection policy
Safeguarding policy
Social media policy
Co-option procedure
Risk Assessment
Reserves Policy
Reporting protocol

It was agreed that the social media policy would be reviewed every six months
It was agreed that the Grant Applications would be considered twice annually in June and November and that it would be requested that a representative should attend the meeting when their grant is discussed.
The Asset register was not formally accepted as it required additional work.

060/16 **To consider committees and its members**
It was agreed that there would be no committees other than the Old Hall Committee.

061/16 **To receive and note any declarations of pecuniary interest relevant to the agenda**
There were no declarations of pecuniary interest relevant to the agenda received

062/16 **The Chairman to sign as a correct record the minutes of the Rooksdown Parish Council meeting held on 25th April 2016**
The Chairman signed as a correct record the minutes of the Rooksdown Parish Council meeting held on 25th April 2016.

063/16 To receive an update on matters arising not covered on the agenda elsewhere
Fireworks
Councillor Mrs Tarrant reported that as there is no possibility of holding the fireworks She has been investigating alternatives.
Commemorating Park Prewett
It was agreed that the Old Hall Committee would consider this matter.
LIF Application
Councillor Mahoney updated the Parish Council on the LIF grant. The LIF Grant application process states that the Parish Council will need to contribute 10% of the final cost this will be discussed at the next Parish Council meeting.

064/16 To open the meeting to members of the public
Standing orders were suspended for this item
There were 3 members of the public in attendance.
2 Representatives of the Football club attended to present their grant request.

065/16 To note the resignation of Councillor Mrs Wintle-Camp and agree co-option
The resignation of Councillor Wintle-Camp was accepted and it was agreed that should an election not be called then the Parish Council would co-opt, It was also noted that that Councillor Jenkins had resigned on 23rd May 2016.

066/16 To receive reports from:
Chairman to Rooksdown Parish Council
This can be found as Appendix A

Clerk to the Parish Council

- I have received a document requesting details of any S106 projects this will be on the June agenda but if you could consider any in time for next month that would be good. I will suggest the plastic sheds for the Allotments and work for the Old Hall
- Allotment waiting list has been received from Basingstoke and Deane Borough Council, I will contact them and confirm they wish to remain on the list by completing an application form
- The Internal Audit will take place on Wednesday 25th May

County Councillor

County Councillor Reid's report can be found as Appendix B

Borough Councillor

Borough Councillor Bound verbal report was **NOTED**

Rooksdown Community Centre

There was no report submitted in time for the meeting

CSPO

There was no report submitted in time for the meeting

067/16 To note the current financial situation and to sign the bank statements
The Current financial situation was **NOTED** and the bank statements reconciled and signed. The financial update can be found as Appendix C.

068/16

To consider and agree requests for payments

The payments as listed in the table below were approved for payment.

FOR	ITEM	AMOUNT	INVOICE NO	METHOD OF PAY
Staff	Salary	£805.51	May	E Payment
Staff	Pension	£14.63	May	DD
HMRC	Ni	£35.70	May	E Payment
Staff	Mileage	£36.00	Jan-May	E Payment
Staff	Pension	£14.63	April	DD
Came & Co	Insurance	£521.73	1634/1605	E Payment
Staff	Pension	£14.63	June	DD

It was noted that the Insurance premium as approved at last parish council meeting was listed without IPT and the correct amount should be £521.73.

069/16

To consider grant request from Rooksdown Youth Football club under Section 137 of the Local Government Act 1972 for £4,000

It was

RESOLVED

that the Parish Council under its Powers under section 137 of the Local Government Act 1972 would grant Rooksdown Youth Football club up to £3,300. Proposed by Councillor Lovett and seconded by Councillor Payne. All members voted unanimously to accept this resolution.

The criteria:

The Grant would cover the Football strip and the printing of the Parish Council logo on the football strip.

Only the Parish Council logo is permissible on the football strip

The Parish Council will pay the invoices direct

The Parish Council will need to authorise the printing prior to production

Photographs of the kit should be submitted to the Parish Council for the website.

070/16

To consider the opportunity to complete TFG

It was agreed that Councillors would complete the survey individually should they wish to do so.

071/16

To consider Planning Applications

071.01/16

Application T/00137/16/TPO

Land at Northern Spinney Park Prewett road

Group of beech trees- crown lift to 4m

The Parish Council had no objection to this application

072/16

To consider additional 20mph speed limiters

It was agreed that the clerk would request an additional school children sign along Park Prewett Road, additional 20mph signage on Park Prewett Road on the stretch from Rooksdown Avenue to Peggs Way in both directions, a 20mph roundel along the Avenue following the junction with Dinwoodie Drive. The Clerk would also discuss the possibility including Gillies Drive, Baron Place, Nightingale Gardens and Florence Way area into the 20mph zone

073/16

To discuss the production and distribution of the Rooksdown Reporter

It was agreed that a Rooksdown Reporter would be produced and distributed

074/16

To confirm the date of the next meeting

The date of the next meeting was confirmed as 27th June 2016

075/16

To consider confidential matters under schedule 12A of the Local Government Act 1972

The clerk's terms and conditions were discussed and agreed

Appendix A

Chairman's Report for Rooksdown Parish Council meeting – May 2016

This is what I have been working on since the last Parish Council meeting –

Road Adoptions

At the end of April I requested a face to face meeting with all parties involved in the adoption of the Core Area of Park Prewett.

It is now confirmed that Hampshire Highways, Taylor Wimpey and Homes and Communities Agency (HCA) are working towards a (very realistic) adoption date of Friday 3rd June ... *which will be great news for Rooksdown!!*

I sent all Councillors a copy of the update on Limes Park Core Area street adoptions meeting 29.4.16 for transparency.

The outstanding items are–

1. DWH needs to move the fencing around their Northern Area site – opposite Norrie Court / Park Prewett Road – so the soakaways are not enclosed – work proposed imminently
2. The revised draft Deed of Dedication has been issued by HCC's solicitor reflecting the points discussed on 29th April and needs to be signed by all parties
3. TW are waiting for a quote from SSE for the painting of certain Street Lights and reposition of signs

Unfortunately some works were started on Park Prewett Road & Knowle Road on behalf of Virgin Media which were not authorised by TW or HCA which may thwart the whole adoption process. HCA may need to take appropriate legal action against Virgin Media as a result.



Waiting for an update from HCA / TW / HCC as to whether this work will stall the adoption – will update during the meeting.

PHASE 3 WORKS – THE AVENUE

TW have confirmed that Hope & Clay are preparing their programme to complete the Phase 3 works on The Avenue. Likely to start just after (or a week after) the Bank Holiday at the end of May. I am keeping very close to this to ensure that TW deliver to their promise.

Essentially, there will be a 'No right turn' into Dinwoodie Drive from the Avenue (however traffic will still be able to turn left into Dinwoodie Drive from The Avenue if coming from the A340). The turn out from Dinwoodie Drive to the Avenue will be a 'Right turn only'. The Maternity block access road will allow vehicles to turn in and out in either direction from/to The Avenue but this road will be restricted to buses and emergency vehicles only.

SpeedWatch

Whilst awaiting adoption of the core area of Rooksdown the speed camera has been strategically placed at various locations around the development to gather some useful intelligence to help us work out where the worst places are for dangerous driving along with the main times to indentify the best times for the SpeedWatch group to go out to be able to make the maximum impact.

So what is the data telling us?

	Location 1 Park Prewett Road / Mill Road	Location 2 Park Prewett / Peggs Way	Location 3 Costa Coffee	Location 4 Doctor's Surgery
Total number of cars/week	7000	4000	5000	3800
21mph +	82%	70%	50%	47%
24 mph +	53%	37%	25%	19%
Worst recorded speed	42 mph	41 mph	55 mph	40 mph

The SpeedWatch camera is currently on Peggs Way recording speeds from Park Prewett Road.

With adoption of the core area imminent I have sent out a note to all volunteers to formally mobilise the SpeedWatch group – we will be out on Saturday 4th June and planning future sessions across the whole development at key times to help ‘educate’ residents and visitors to Rooksdown ... as well as liaising with Police to undertake enforcement.

Street Furniture Project (LIF Award)

As previously advised, Burleys were appointed by B&DBC to deliver the street furniture project with a delivery date by the end of March. It is **extremely disappointing** to report that even today the project is still not finished. A 2 week project has turned in to a 15 weeks project so far. This is directly the result of poor project management by B&DBC. I have been in regular contact with B&DBC as there has been significant remedial work to be done on practically every installation. I am preparing a formal complaint vs B&DBC due to the shocking project management.

There has been the added complication that B&DBC will not collect from bins in areas that are not adopted. Working with Cllr Bound to get to a suitable resolution



Following a series of discussions with Terry Martin, Senior Landscape Architect B&DBC, we have assessed the implementation of the ongoing project and believe that there is a need in Rooksdown to install a further 10 bins as part of the overall scheme.

Terry has costed for the supply and installation of the 10 additional bins – £5,500.

I have submitted a LIF request for a further £5,500. It would appear that this has been agreed in principle subject to a 10% contribution from the Parish Council.

I will be looking to raise a resolution for the sum of £550 to complete the street furniture project during the next Parish Council meeting.

WESTERN TRIANGLE

Have chased TW:

- (1) to complete the remedial works to the highway verges on Rooksdown Avenue (outside the Western Triangle) and also to complete the landscaping work to the grounds surrounding the Western Triangle, following completion of the building work at the end of last year
- (2) to undertake general maintenance in the Western Triangle ahead of handover to management company– which they are in the middle of completing now.

BARN AREA

Have chased TW to complete the landscaping work to the grounds surrounding the Barn Area, following completion of the building work there at the end of last year.

TW have said that the top soil has been deemed to be unsuitable and so is being removed and replaced, over the next fortnight, with new topsoil. Thereafter, Wroxtons will be installing the planting. Should be completed mid June.

BARN AREA



I am keeping close to ensure that TW deliver on their requirement/promise.

PEGGS WAY CAR PARKS

The legal process for ownership transfer of the two car parks on Peggs Way is well underway (an action that was agreed in a previous Parish Council meeting in 2015).

EMAILS – PARISH COUNCIL (since last PC meeting)

	Number
Emails received	173
Emails sent	110

Paul Mahoney May 2016

Appendix B

Report from Stephen Reid for Rooksdown Parish Council May 2016

20 mph signs and Rooksdown identity

I won't attempt to steal your clerk's thunder: Karen Ross has done excellent work in driving through some excellent plans and I have written to the HCC officer in support.

Wellington Terrace

No further update on the junction changes.

Traffic calming / Lodge Junction / The Avenue

The road works are making progress. I understand that they have been slowed down by the discovery of fibre optic cables where they weren't expected and the moving of these caused a delay.

It looks as if Taylor Wimpey will be carrying out the work to Dinwoodie Drive themselves and they plan to issue orders to Hope & Clay with a view to starting work soon after the Bank Holiday. This would be sooner than the date indicated by HCC had the County controlled the works.

Aldermaston Road Triangle

I have received no further update.

Rooksdown School

The highways leading to the school are on course for adoption during June.

Road Adoptions

We had a useful meeting with all parties at which we adopted the approach of setting a target date for the adoptions rather than allowing the Officers to take as long as it takes. This does seem to have concentrated minds and 3 June was the 'work-to' date.

The revised Deed of Dedication has been issued by HCC and reviewed by HCA and TW. An amended draft is going back to HCC today.

Other issues being addressed now are minor really, but take time to carry out: David Wilson Homes have to move some hoardings: this should now be complete. TW are waiting for a quote from SSE for the painting and reposition of signs – it looks as if SSE are not being as prompt as we might hope in replying. Similarly some fairly minor reinstatement works are needed from Virgin Media who are going slower than might be hoped.

Build quality

We have another meeting this week with residents affected by unacceptable build quality.

Councillor Grants

The scheme will restart on 1 June.

Parking

Cllr Bound and I have another meeting with the hospital this week.

Doctors' Surgery

The date for starting work on the new doctor's surgery is still not fixed. Because of the inordinate delays, building requirements have now changed and modifications to the design are being made. The original plans sent to me were dated June 2013.

New Hospital

The CCG has not reported progress on its consultation. The Hospital Trust is pressing on with getting the necessary internal approvals and having its business case agreed.

Stephen Reid, May 2016

Appendix C
Financial Update

April 2016 Monthly Sheet			
	Balance Brought Forward		54,398.48
	Limited Grant		1,100.00
	Precept		13,665.00
	CTS Grant		1,551.00
	Interest		2.19
	Police Grant		1,000.00
			71,716.67
EP	Staff	Reimbursements of APM costs	112.50
EP	Staff	April Salary	165.00
EP	Staff	March Salary	165.00
EP	HALC	Invoice 0491	188.00
EP	HALC	Invoice 0490	491.00
EP	HALC	invoice 0649	180.00
EP	HMRC	NI	35.70
EP	Viking	Stationery	17.48
EP	Viking	Stationery	281.84
EP	Staff	Salary	805.51
EP	Councillor	Reimbursements of costs	100.00
EP	Councillor	Reimbursement of costs	45.15
EP	RCA	Grant application	2500.00
			5087.18
	Balance as at 30th April 2016		66,629.49
		Current Account	6,758.89
		Savings Account	59,870.60

075/16

To consider confidential matters under schedule 12A of the Local Government Act 1972

The Parish Council considered the request from the clerk to contribute towards her broadband bill.

The Parish Council agreed that payment of the home office allowance, agreed as part of her contract under 'Section 6: Working from Home', should cover the provision of broadband to carry out the role of Parish Clerk and Responsible Financial Officer for Rooksdown.