

ROOKSDOWN PARISH COUNCIL

MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN on MONDAY 26th September 2016 AT 7.45 PM

| | In Attendance | Apologies | Absent |
|-----------------------------------|---------------|-----------|--------|
| Councillor Mahoney (Chairman) | ✓ | | |
| Councillor Botten | ✓ | | |
| Councillor Lovett (Vice Chairman) | ✓ | | |
| Councillor Mason | ✓ | | |
| Councillor Payne | ✓ | | |

Also in attendance: Mrs K Ross - Clerk, Borough Councillor Simon Bound and 1 member of the public.

117/16 To receive and accept apologies for absence

There were no apologies for absence received

118/16 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

119/16 The Chairman to sign as a correct record the minutes of the Rooksdown Parish Council meeting held on 25th July 2016

The Chairman signed as a correct record, the minutes of the Rooksdown Parish Council meeting held on 25th July with the following amendment Item 103/16 should read Taylor Wimpey not Taylor Woodrow

120/16 To receive an update on matters arising not covered on the agenda elsewhere

A presentation was received on the Manydown project from HCC and BDBC The Parish Council agreed that the Junction would be the preferred option rather than the roundabout and that a pedestrian crossing across the A339 would be extremely dangerous and inappropriate.

121/16 To open the meeting to members of the public

Standing orders were suspended for this item

There was one member of the public in attendance

122/16 To receive reports from:

Chairman to Rooksdown Parish Council

Cllr Mahoney's report was **NOTED** and can be found as Appendix A

Clerk to the Parish Council

The Clerk's report was **NOTED** and can be found as Appendix B

County Councillor

There was no report submitted

Borough Councillor

Borough Cllr Bound reported that that he was currently in early discussions with the developer over the additional Community facilities for Rooksdown. He confirmed that the proposal under discussion was that the Main Hall would be developed as luxury flats for rental and the Barn would become an additional Community facility

Rooksdown Community Centre

Simon Bound's verbal report was **NOTED**

CSPO

There was no report received

123/16 To note the current financial situation and to sign the bank statements

The current financial situation was **NOTED** and the bank statements were signed The monthly update sheets for July and August can be found as Appendix C

124/16 To note the resignation of Cllr Mrs Tarrant

The resignation of Cllr Mrs Tarrant was NOTED AND ACCEPTED

125/16 To consider the co-option of Councillors

Applications for the vacancies of Parish Councillor to Rooksdown Parish Council were discussed and it was agreed that the Parish Council would co-opt Mr Duncan Parkinson and Mr Simon Bound to the Parish Council.

126/16 To consider and agree requests for Payments

The requests for payments were approved for payment

| FOR | ITEM | AMOUNT | INVOICE NO | METHOD OF PAY |
|-----------------------|------------------|-----------|------------------|------------------|
| SLCC | CiLCA Training | £360.00 | 121030 | E Payment |
| GSL Sports | S137 Grant | £2,686.92 | ROOKSD18082016LC | E Payment |
| BDO | External Auditor | £276.00 | 1532149 | E Payment |
| Dummer Parish Council | Telephone | £40.80 | QTR2 | E Payment |
| Diane Malley | Payroll services | £30.00 | 181.16/17 | E Payment |
| RCA | Room Hire | £34.00 | 71 | E Payment |
| HMRC | Tax and Ni | £35.70 | August | E Payment |
| Karen Ross | Mileage | £4.50 | August | E Payment |
| RCA | Room Hire | £34.00 | 131 | E Payment |
| RCA | Room Hire | £34.00 | 101 | E Payment |
| NEST | Pension | £14.33 | August | DD |
| CPRE | Membership | £36.00 | 16/17 | DD |
| RCA | Room Hire | £34.00 | 156 | E Payment |
| HMRC | Tax and Ni | £35.70 | September | E Payment |
| Karen Ross | Salary | £807.14 | August | E Payment |
| Karen Ross | Salary | £807.14 | September | E Payment |
| Karen Ross | Expense claim | £19.44 | September | E Payment |

127/16 To accept the Financial regulations

The financial regulations were **ACCEPTED**

128/16 To accept the Asset Register

The Asset Register was **ACCEPTED**

129/16 To consider the telephone provision for the Parish Council

It was agreed that the Parish Council would continue with the informal agreement with Dummer Parish Council and contribute 50% of the telephone line rental cost

130/16 To respond to public consultation on the Community Infrastructure Levy Revised Draft Charging Schedule

The Parish Council has concerns that if a Parish Council has no Neighbourhood plan then it is disadvantaged when CIL payments are made. Not all Parishes are suitable for a neighbourhood plan especially when they are Urban in nature.

131/16 To note the response from the External Auditor

The response from the External Auditor was **NOTED** and can be found as Appendix D

132/16 To ratify the terms and conditions of the awarding of the LIF grant for street furniture

The LIF Grant with the following conditions was accepted:

Rooksdown Parish Council will contribute the additional funds as previously agreed The Bins would be the responsibility of Basingstoke and Deane and the Notice boards would be responsibility of the Parish Council.

133/16 To consider whether the Parish Council will pay £750 legal costs to receive legal permission to install a notice board on the Limes park precinct

It was agreed that the Parish Council would postpone this matter to the October meeting

134/16 To consider supporting the Local Infrastructure Fund application made by the Land Trust

It was

RESOLVED

that the Parish Council would support the Local Infrastructure Fund application made by the Lands Trust

Proposed by Cllr Lovett and seconded by Cllr Payne. All members voted unanimously to accept this resolution.

135/16 To consider planning application

16/03134/CONS HCC/2016/0570

Saxon Wood School, Barron place

Addition of a Canopy

The Parish Council has no objection to this application

135/16 To receive an update on the Skate park project

Cllr Payne updated the Parish Council on the skate park project. It was agreed Cllr Payne would request a meeting with himself, Basingstoke and Deane, Borough Councillor Simon Bound and Cllr Mahoney to discuss the project.

It was agreed that Cllr Payne would post an update on Facebook

136/16 To consider whether the draft minutes should be posted to the website prior to formal ratification by the Parish Council

It was agreed that draft minutes would be posted to the website.

It was agreed that there would be a disclaimer on the website that the minutes were draft and would be ratified at the next meeting.

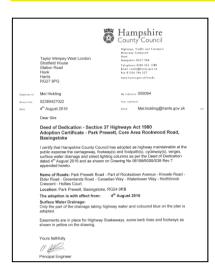
137/16 To confirm the date of the next meeting

It was confirmed that the next meeting would be held on 24th October 2016

Appendix A The Chairman's report

Chairman's Report for Rooksdown Parish Council meeting - September 2016

Park Prewett - Core Area - Road Adoptions



Perhaps the most significant development in the time since the last meeting in July – is the adoption of the Park Prewett Core Area roads on Thursday 4th August.

Certification from HCC opposite.

Conclusion of many years of continued discussion with HCA, TW & HCC by Parish Council in conjunction with Borough Councillor & County Councillor

I have asked HCA / TW / HCC for

- 1) Timetable for adoption of The Avenue
- 2) Timetable for the Southern Area road adoptions.

The Avenue works / Lodge Junction / A340 Traffic calming



At the beginning of the Phase 3 works I requested clear signage to alert drivers to the fact that there was no access to the hospital.

The Avenue works (Phase 3) completed 23/9/16 at 5.00pm as planned and both The Avenue and the Maternity Block access road opened at that time.







As the work has only just been finished it will still need to be inspected by Hampshire Highways for completion according to specifications and also as part of the imminent road adoption – concern has been raised already about the ease with which vehicles can turn left at the DInwoodie Drive / Avenue junction. Update to be provided in due course. Discussion to follow regarding yellow lining on the Avenue. HCA have confirmed a willingness to pay for the yellow lining.

I asked HCC to see what appropriate permanent signage we could have at the entry to Rooksdown from the A339 for when the Phase 3

works are finished to alert visitors & staff to the hospital of the fact that they cannot get access to the hospital through Rooksdown. The good news is that Hampshire County Council came back quite quickly having produced the sign design as detailed on the drawing below. HCC have also spoken with the HCA who have said that they will arrange for it to be installed by Hope and Clay as they now have completed their works.

No cost incurred to the Parish Council.





SpeedWatch

COMMUNITY

#RooksdownSpeedwatch

249 speeders recorded and reported to the local Police following 24 hours of SpeedWatch over 3 weeks period

16 cars recorded for the second time 207 cars recorded for the first time

Massive thanks to those who supported the 9 SpeedWatch sessions 20/8 - 10/9 Myself (16 hrs, 8)

Simon (13 hrs, 5), Scott (13 hrs, 5)

We had additional support from Duncan, Michael, Adam, Zena, Ben & Sharon – we all battled with the elements ...





Still not got the Hi Viz vests.

Street Furniture Project (LIF Award)



Following the resolution in June's meeting to contribute 10% (£550) towards the LIF application for an additional 10 bins at a cost of £5.500 to finish off the street furniture project.

The LIF application has been approved and installation of the final 11 bins is being scoped with a view to completion by the end of the year. Item 132/16 – to ratify the terms & conditions of the awarding of the LIF grant for street furniture.

On a separate note – there has been much vandalism to the newly installed bins mostly in the Southern Area & the noticeboard on Peggs Way. B&BDC will be responsible for repair to the bins whilst the Parish Council are liable for any remedial work to the noticeboards.

Doctors' Surgery

Great to see that work has started & now well under way for the new doctor's surgery - A brand new £2.7 million medical facility scheduled to open in late Spring 2017







Open Spaces

- Great to see that B&DBC are now emptying all bins across the whole development whether adopted or not adopted.
- Simon & I met with Dave Perkins & Gordon Wade from B&DBS on August 26th to have an open discussion about the green spaces:
 - o Dave explained that the Parish council did not need to re-visit their decision to refuse the litter grant that was available from B&DBC now that all bins are to be emptied by B&DBC as this would no longer be available.
 - I explained that the Parish Council were looking to fund a handyman who would be utilised to clean the road signs, trim hedges that have been cut by B&DBC, strim areas that have been cut by B&DBC, pick up litter and other general duties with a view to enhancing the Rooksdown development almost working in partnership with the B&DBC team to 'finish off' the work that they do. Dave & Gordon confirmed that they were both happy if a handyman worked in this way and to make a separate application for funding from B&DBC for consideration a potential future agenda item.
 - o Gordon Wade confirmed that he was able to commit 5 operatives on 27/28/29 September as a ground maintenance team to undertake bespoke garden maintenance in the green open spaces on Park Prewett Road and around the Community Centre. I advised we would advertise the event to see if there were any volunteers from the community that would be willing to help out on any of the days. We have a number of volunteers at various times over the 3 days
 - Dave explained that discussions were well advanced in regards to Rooksdown joining the Community Payback scheme (as per 113/16 where RPC resolved to join the scheme). Dave is looking for the name of volunteers to become 'team leaders' from the Community.

Barn Area (grounds outside the barn Area on Park Prewett Road)



Great to see that Taylor Wimpey have finally attended to the area on the periphery of the Barn Area installing a hoggin and timber edged path along this route.

We are going to install one of our Parish Council Noticeboards here now.

Barn Area public open space off PP

Road has been clarified that the turfed area between the Barn development and PP Road (see Fig 1 below - areas shaded green) will be maintained by the Barn Area Man Co. – run by First Port. This includes management of the mature trees alongside PP Road.



Peggs Way Car Parks

The Vice Chairman & I have had a face to face meeting with Mark Glendenning at HCA to carry out an inspection and draft up a list of things to fix ahead of handover. The legal paperwork for the ownership / transfer of the two car parks on Peggs Way needs amending.





Easter Square car park – changes required prior to transfer-

- Remove knee rails alongside Peggs Way
- Remove bollard light (not connected)
- Provide new knee rail to side of car park facing 1-6 Easter Square
- Cut back planting
- Amend transfer plan

Top of Peggs Way car park – changes required prior to transfer –

Wall to be rebuilt

We have also requested a post / sign to be erected explaining that the car park private property owned by RPC who accepts no liability for cars park within the car park (or words that effect) & is for occasional visitor use only

Trenchmead Gardens

Have been liaising with Taylor Wimpey regarding the areas around Trenchmead Gardens (following meeting with B&DBC).

Re - Park Village — I have checked our maintenance maps, and as suspected the southern strip containing the play area, is already being maintained by BDBC, and we will therefore accept as fine. As discussed, the central strip will require a fair amount of work. I suggest initially that all shrubs are cut back to 6ft, and the eastern end (at Peggs Way entrance), the south side of the path is taken completely back to the row of Aesculus trees — this will require removal of the roots of bramble, elaeagnus and any other large shrub. Grass will then need to be established along this strip as per the plan for ease of future maintenance (do you have a copy of the plan - I can send one tomorrow if required?). I will arrange for the tree team to visit the site and determine what work is required — particularly in the cases of the 'butchered' birches, but also to carry out an inspection of the group of mature beech. I will also discuss with the landscape team what would be acceptable along the northern side of the Peggs Way entrance, and also what species may/may not be retained. I will get back to you on these points as soon as possible. The remaining areas of unmaintained grass will require cutting, and potentially we will require a strip of the ivy to be removed at the northern end, to relay as grass — I will check and get back to you on this as well.

Once the site is acceptable, I suggest, as with the other site and due to the length of time passed, you submit 'as is' drawings to planning, we will just issue one final completion certificate, and then transfer. I will double check that no commuted sums have been received for this site, then provide you with a calculation.

We are currently awaiting the results of B&DBC's Tree and Landscaping Teams inspection. Once received we will be in a position to appoint a contractor to undertake all the works.

101 Park Prewett Road

The overgrown trees have now been cut back – thanks to the Karen for arranging this via B&DBC.



White Brigde over A339





Very grateful to the B&DBC team for the additional work that they undertake when requested.

Testimony to the great working relationship Simon & I have built up over the years.

Entrance to Rooksdown from A339

BEFORE







AFTER







Rooksdown Event - in conjunction with B&DBC



B&DBC have offere to commit 5 operatives 27th, 28th & 29th September as a ground maintenance team to undertake bespoke general garden maintenance in the green open spaces on Park Prewett Road and around the Community Centre.

Advertisement attached – there are a number of volunteers who will be supporting from the community that are willing to help out during the 3 days.

CILCA Qualification



I have attended my initial training course towards obtaining the CILCA qualification.

EMAILS – PARISH COUNCIL (since last PC meeting – July)

| | Number |
|-----------------|--------|
| Emails received | 299 |
| Emails sent | 240 |

Paul Mahoney - September 2016

Appendix B

The Clerk's report

20 mph zone

Update from HCC as of 12th September 2015

I'm waiting for a traffic survey (traffic speed and volume) to be completed for the additional section currently. I'm afraid the progression of this project is not the highest priority at this time as we are focussing on completing our agreed annual programme for this year and those sites where there is an evidenced casualty reduction need. I do appreciate the high priority and value of this project for the Rooksdown community but I'm afraid we do have quite limited capacity to progress projects that are additional to the agreed programme following further resource reductions.

School signs

Update from HCC as at 12th September

I will arrange for these signs to be ordered but I'm afraid this will not be as a high priority. Routine minor work of this nature can take approximately 2 months to be completed but does to some extent depend on the level of high priority and emergency work that is necessary on the road network

For clarification - GPC

In order for a Parish Council to adopt General Power of Competence (it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation).

The eligibility criteria is

Elected councillors

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election whether or not the election was contested. Coopted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

The qualified clerk

The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass the short section 7 of CiLCA 2012 in order to be fully qualified for the purposes of the GPC

Allotment update

From BDBC email 20th September

I have discovered that part of the reason for the delay is that completion of the surfacing on phase 3, including that adjacent to the allotments has been held up by HCC not agreeing the adoption agreement. However, this looks to have almost been resolved and the completion work instructed.

In addition contractors are being appointed this week to start of the remediation works required following your site visit and the ROSPA report. We wanted to instruct the original contractors and over the holiday season it was difficult to pin them down. However, we are hopeful they will start work in 1-2 weeks and I will then be able to arrange a re-inspection.

Appendix C Monthly Financial report

| July 2016 Monthly | y Sheet | | |
|-------------------|--------------|-------------------|-----------|
| | Balance Bro | ught Forward | 63,760.25 |
| | Interest | | 2.41 |
| | | | 63,762.66 |
| DD | NEST | Pension | 14.63 |
| EP | Karen Ross | Expenses | 4.50 |
| EP | HMRC | Tax and Ni | 35.70 |
| EP | HALC | Training | 48.00 |
| EP | NEST | Pension | 43.89 |
| EP | Karen Ross | Salary | 807.14 |
| | | | 953.86 |
| | Balance as a | at 31st July 2016 | 62,808.80 |
| | | Current Account | 7,931.28 |
| | | | |
| | | Savings Account | 54,877.52 |

| Augu | st 2016 Monthly Sheet | t | |
|------|-----------------------|--------------------|-----------|
| | Balance Brought For | ward | 62,808.80 |
| | Interest | | 2.18 |
| | | | 62,810.98 |
| | | | |
| DD | ICO | Data protection | 35.00 |
| DD | NEST | Pension | 14.63 |
| SO | Karen Ross | Salary | 807.14 |
| DD | CPRE | Membership | 36.00 |
| EP | Diane Malley | Payroll services | 30.00 |
| EP | GSL Sports | Grant- RFC | 2686.92 |
| EP | HMRC | Tax and Ni | 35.70 |
| EP | RC Association | Room Hire -Inv 71 | 34.00 |
| EP | RC Association | Room Hire -Inv 101 | 34.00 |
| EP | Karen Ross | Mileage | 4.50 |
| | | | 3,717.89 |
| | Balance as at 31st A | August 2016 | 59,093.09 |
| | | | |
| | | Current Account | 7,713.39 |
| | | Savings Account | 51,379.70 |
| | | | |

ISSUES ARISING REPORT FOR Rooksdown Parish Council Audit for the year ended 31 March 2016

BDO

Introduction

The following matters have been raised to draw items to the attention of Rooksdown Parish Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Accounts approval
- Minor issues

The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

Section 2 of the annual return does not add up by £1.

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Accounts approval

What is the issue?

The Accounts were approved after the commencement of the inspection period of the exercise of electors' rights.

Why has this issue been raised?

The Accounts and Audit Regulations 2015, reg 15(3) specifies that the Annual Governance statement must be approved. This is followed by the approval of the Accounting Statements. Both statements must be published including on a website with the notice of electors' rights. The electors' rights period should start on the following day. The smaller authority has not complied with the Accounts and Audit Regulations 2015.

What do we recommend you do?

The Smaller Authority must ensure in future years that the electors' rights inspection period commences after the accounting statements are approved. The Smaller Authority must also consider how to answer the question concerning the electors' rights period in the Annual Governance statement next year. The period of electors' rights that they must be considering is for the 2015/16 year as that is the period that has occurred during the year.

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit Regulations 2015

No other matters came to our attention.

For and on behalf of BDO LLP

Date: 11 August 2016