



## ROOKSDOWN PARISH COUNCIL

### MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN on MONDAY 24<sup>th</sup> July 2017 AT 9:00 PM

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

**Also Attending** David Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
2 residents.

- 113/17 To approve appointing David Hillier-Wheal as the Proper Officer for the duration of the Parish Council meeting**  
Proposed Councillor Mahoney, Seconded Councillor Lovett, **RESOLVED** unanimously that David Hillier-Wheal be appointed as the Proper Officer for the duration of the meeting.
- 114/17 To receive and accept apologies for absence**  
Apologies had been received and were accepted from Cllrs Botten and Parkinson.
- 115/17 To receive and note any declarations of pecuniary interest relevant to the agenda**  
Cllr Mahoney declared an interest as the recipient of expenses.  
Cllr Payne declared an interest as the recipient of expenses.
- 116/17 The Chairman to sign as a correct record the minutes of the Rooksdown Parish Council meeting held on the 26<sup>th</sup> June 2017**  
Proposed Cllr Payne, Seconded Cllr Mason, **RESOLVED** unanimously to approve signing the minutes of the Rooksdown Parish Council meeting on 26<sup>th</sup> June 2017.
- 117/17 To receive an update on matters arising not covered on the agenda elsewhere**  
Cllr Lovett reported that he had attended a meeting of development control at which the application for the barn and shops had been passed. Cllr Bound informed the Council that the next steps would be meetings to determine the exact plans and specifications for the barn.  
Cllr Bound reported that the tree application on Gander Drive that was discussed at the previous month's meeting had been refused, but that Cllr Bound had been asked to help with the appeal. The requested works are reportedly very minor.
- 118/17 To open the meeting to members of the public**  
***Standing orders were suspended for this item***  
No residents asked to speak.

119/17

**To receive reports from:**

**Chairman to Rooksdown Parish Council**

The Chair had provided his report via email. A copy is attached to the minutes as **Appendix A**. Cllr Mahoney also reported that he had had conversations indicating that it was unlikely the Police speeding team will attend Rooksdown in the near future. Cllr Bound informed the Council that as part of his Borough job he is involved with the Police and Crime panel for Hampshire. They are now looking at traffic related crime and Cllrs are conducting research. He suggested that Rooksdown Parish Council might like to submit the evidence from their Speedwatch camera, and on the whole process of joining Speedwatch.

**Action: Cllr Mahoney to write report and forward to Cllr Bound**

**County Councillor**

Cllr Taylor had offered his apologies as he was unable to attend the meeting, and so no report was presented.

**Borough Councillor**

Cllr Bound reported that he will be attending a meeting about the school which he does not expect to be positive. Also, it appears that the decision regarding the Critical Treatment hospital will not be as positive as hoped, in that it may be being built on the Basingstoke Hospital site. There will be a need to keep track of patient numbers to ensure adequate parking provision. Finally Cllr Bound reported that there are efforts to sort out parking at the Community Centre end of Rooksdown that may involve double yellow lines and / or residents' permits.

**Rooksdown Community Centre**

No report presented

**CSPO**

No report presented

120/17

**To note the current financial situation and to sign the bank statements**

There was still no update available. This item will be retained on the agenda going forward.

**Action: Cllr Mahoney**

121/17

**To consider and agree requests for Payments**

Proposed Cllr Mason, Seconded Cllr Lovett, **RESOLVED** unanimously to approve the requests for payments. (**Appendix B**)

122/17

**To consider grant requests**

Two representatives from Rooksdown Football Club entered the meeting at this point to present their grant request. The club were grateful to the Parish Council for their grant last year, which had kitted out the entire club. Now they are in a position to add two new Under 7 teams and need to furnish them with kit and equipment. They also issued a plea to try to find training or match facilities in Rooksdown to help further improve their visibility. The representatives left the meeting while the Council discussed the application.

Following discussion, the Councillors agreed to fund most of the requested grant. It was agreed that the funds would be given to the club prior to the equipment being bought, and that the club would then provide receipts showing what they had purchased.

Proposed Cllr Lovett, Seconded Cllr Mason, **RESOLVED** unanimously to grant Rooksdown Football Club £3,100.

**Action: Cllr Mahoney to add discussion of the grant budget to the next agenda**

**123.01/17 To consider planning application:**

[17/02346/TWRN](#)

**T1: Cut off branches and make Weeping beech more compact. T2: Remove Sycamore. Car Park Area For 4 Mill Road Basingstoke Hampshire RG24 9SL**

**17/02346/TWRN | Received: Fri 30 Jun 2017 | Validated: Wed 05 Jul 2017 |**

Proposed Cllr Lovett, Seconded Cllr Mahoney, **RESOLVED** that the Parish Council has no objection to planning application 17/02346/TWRN

**123.02/17 To consider planning application:**

[T/00168/17/TCA](#)

**2 Tulip trees - Request to prune the trees back from 25ft to 15ft to stop the summer sap from falling onto the cars in the adjacent spaces Wolsley House 34-54 Watertower Way Basingstoke Hampshire RG24 9RF**

**T/00168/17/TCA | Received: Tue 16 May 2017 | Validated: Wed 12 Jul 2017 |**

Proposed Cllr Lovett, Seconded Cllr Payne, **RESOLVED** unanimously that the Parish Council object to planning application T/00168/17/TCA on the grounds that these unusual trees are in the Conservation Area, are healthy, and bear no health and safety risk.

**124/17 To discuss and agree the recruitment process of a Parish Clerk / RFO for Rooksdown**

Following discussion, it was agreed to consider two possible options: first a Clerk working 12.5 hours per week and second a combination of a Clerk working 5 hours per week with an administration assistant working 10 hours per week. Cllr Payne will amend the job specification for the Clerk accordingly which will be sent round for approval. The job will be advertised on the HALC website and through the round robin, as well as any other way deemed appropriate. Closing date for applications will be 8<sup>th</sup> September with interviews on 23<sup>rd</sup> September. The HR group will determine who to call to interview and a panel consisting of Cllr Mahoney, Michelle Biggs and a member of the HR group will perform the interviews.

Proposed Cllr Lovett, Seconded Cllr Payne, **RESOLVED** unanimously to start the recruitment process as outlined above.

**Action: Cllr Payne to amend the Clerk job specification. Cllr Mahoney to arrange publication of the advert for the job**

**125/17 To discuss and agree the recruitment process for a Handyman for Rooksdown**

Following discussion it was agreed that the list of jobs used previously still applied. It was thought that this probably amounts to 10 hours per week of work for Rooksdown Parish Council. The proposal to fund a handyman that works for the Rooksdown Community Association garnered support.

Proposed Cllr Lovett, Seconded Cllr Mason, **RESOLVED** unanimously to fund the use of the RCA handyman for 10 hours per week, with the amount of hours being reviewed after a year.

**Action: Cllr Mahoney to pass the list of jobs required by the Council to the RCA**

**126/17 To discuss allotments and what happens next**

Following discussion it was agreed that, given the lack of progress, it would be appropriate to contact all those on the waiting list with an apology and an update. It was also agreed that it would be useful to ask if residents were still interested in having an allotment.

Proposed Cllr Mahoney, Seconded Cllr Mason, **RESOLVED** unanimously to contact all those on the allotment list as outlined above.

**Action: Cllr Mahoney**

**127/17 To discuss and approve the Dignity at Work policy**

It was agreed to defer this until the next meeting

**Action: Cllr Mahoney to add this to the agenda for the September meeting**

**128/17 To discuss the installation of a bin at Pavilion 2**

Cllr Mahoney informed the Council that this has already been done by the Borough so no further discussion was required.

**129/17 To approve the application for a Business Debit Card for the Parish Council**

Proposed Cllr Lovett, Seconded Cllr Mason, **RESOLVED** unanimously that the Council apply for a Business Debit Card

**Action: Cllr Mahoney**

**130/17 To note the work planned to be undertaken by B&DBC to the green open spaces / pocket parks on and around Park Prewett Road**

Cllr Mahoney reported that the money available is not being used to remove shrubbery as originally thought. Instead, there are options for the Council to discuss. In Pavilion 4 park there are a number of trees. Options are either to remove all existing trees from that line, or to add trees and make the line more substantial. It was noted that any removed trees would be replanted elsewhere.

Also, in Pavilion 3 park there is a “weed tree” to be removed. There is also a dead tree in front of the Pavilion. Options are to replace the dead tree or grass it over.

The council agreed to ask for more trees in Pavilion 4 park and to replace the dead tree in Pavilion 3 park.

It was also agreed that Community involvement in this process would be welcome and that setting up another residents’ week would be looked at.

**131/17 To confirm the date of the next meeting**

It was confirmed that the next meeting would be held on 25<sup>th</sup> September 2017

**There being no further business, the Chairman closed the meeting at 10:20pm**

**Summer Fair**

Thank you to those Parish Councillors who supported the Rooksdown Summer Fair on Sunday 2<sup>nd</sup> July.

**Annual Review of accounts for year ended 31 March 2017**

Following approval of the Annual Return including the Annual Governance Statement and the Accounting Statement in the last Parish Council meeting, we have published the mandatory notice for electors to have the opportunity to inspect the accounts and other documents for a period of 30 working days, starting 3 July.

The Annual Return & other supporting documentation have already been submitted, ahead of submission date 24.7.17.

Thanks to David for his help with the finances / accounts & to Cllr Botten for his help with making sure the Website is up to date & showing all the correct documents.

**20mph update**

In the last Parish Council meeting we approved the TRO to extend the 20mph limit to Barron Place, Florence Way, Gander Drive, Gillies Drive & Nightingale Gardens.

HCC have confirmed that the process is expected to be approximately 6 months to process the TRO and to have the proposed signs installed. 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 will shortly be meeting Kat Goodwin, Traffic Management Engineer at Hampshire County Council, HCC, to discuss the options for the walled entrance to Rooksdown from A339 and will report to a future Parish Council meeting.

**Merton Rise - s106 issues & Allotments**

Sooh Boocock confirms she will be looking to issue a completion certificate soon on the condition that a number of outstanding items are carried out in the next appropriate planting season.

This will hopefully allow the allotments to be allocated and preparations started for autumn planting. An item on the agenda this evening.

**SpeedWatch**

Summary of SpeedWatch in Rooksdown over the last 12 months:

Covert recording ahead of adoption of the Core Area:

	Location 1 Park Prewett Road / Mill Road	Location 2 ark 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

**COMMUNITY  
SPEEDWATCH**

#RooksdownSpeedwatch

August 2016 x 3 sessions  
September 2016 x 4 Session  
May 2017 x 3 sessions  
June 2017 x 1 session

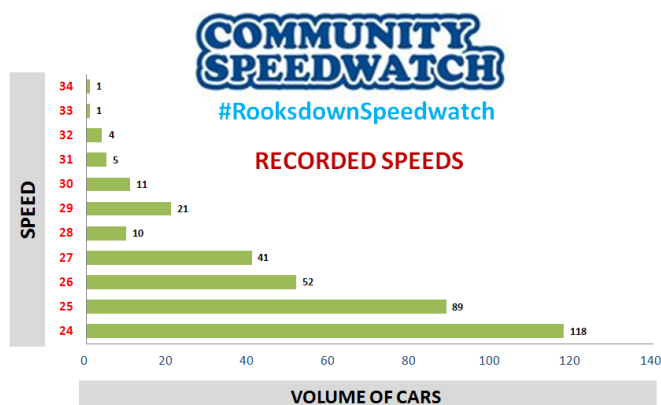
**COMMUNITY  
SPEEDWATCH**

#RooksdownSpeedwatch

337 speeders recorded & reported  
to the local Police during  
11 SpeedWatch sessions

**ROOKSDOWN – SLR (SPEED LIMIT REMINDER)**

Week 1 - LC9 (nr Elder Rd) 2,752  
Week 2 - LC9 (nr Mill Rd) 11,831  
Week 3 – LC23 (nr shops) 3,032



**COMMUNITY  
SPEEDWATCH**

**Rooksdown SpeedWatch  
Offender volumes**

Times of the speeding  
for the vehicle  
recorded  
5 times  
7:17am  
7:07am  
7:19am  
7:34am  
7:30am

### **Litter Grant from Basingstoke & Deane Borough Council – £2925**

A grant application for £2925 to B&DBC has been exceptionally approved due to the relationship we have built up over the years – to be allocated towards the employment of a Parish Council Handyman.

Funds received to Bank Account – 20<sup>th</sup> July 2017.

### **Manydown response**

Rooksdown Parish Council response to the outline planning application 17/00818/OUT has been sent to B&DBC following noting in the last meeting.

### **Travellers**

There were at least 4 caravans, 3 vehicles, 8 children & 6 dogs that set up camp on the football pitch next to Gillies Meadow at the beginning of July.

Thanks to Cllr Bound for his efforts in getting them removed & for keeping residents updated on Facebook Media.

Thanks to Mark Glendenning (HCA) for the work involved in moving them on and for getting the area cleaned up & secured.



### **Parish Councillor vacancies**

Cllr Parkinson has confirmed verbally that it is his intention to resign due to work commitments & working shifts, he is unable to make any of our evening meetings. He will send in his resignation in next few days.

We've had 2 expressions of interest to join the Parish Council.

### **Correspondence received to the Clerk email account**

- Query from a writer researching a book about the early Stuart Trained Bands in England and Wales. For Hampshire he had noticed that the Basingstoke and Kingsclere Regiments used Rooks Down as a muster point for training once or twice a year. He was wondering if anything had ever been found from there for this period. *Referred to Cllr Botten & response provided*
- A couple of emails about parking in Rooksdown – *response provided*
- A number of queries regarding the allotments – *response provided*

### **Parish Council Contact details**

I have concluded the work to remove the contact details from the previous clerk & update with Community Centre address details & the new telephone number. Thanks to Cllr Botten for his help with updating the Parish Council website.

### **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.

I have met with Gordon Wade & John Kinge about open green spaces generally and will provide a verbal update during the Parish Council Meeting.

### **DAVID WILSON HOMES** - meeting

Simon & I have had a productive meeting with HCA & David Wilson Homes resulting in a letter from Ian Blair – Friday

Next meeting with DWH is on Friday – 28 July 2017.

Any parish councillor who is available is welcome to attend.

### **Taylor Wimpey** – meeting

Next meeting with TW is on Friday – 28 July 2017. It is anticipated that we will have a snagging list for the Southern Area – towards the adoption of the Southern Area,

Any Parish Councillor who is available is welcome to attend.



Paul Mahoney – July 2017

## Appendix B

### July Payment Requests

FOR	AMOUNT	INVOICE NO	METHOD OF PAY
RCA	£34.00	476	E Payment
David Hillier-Wheal	£175.00	June(2)	E Payment
Paul Mahoney	£91.19	July	E Payment
Rooksdown Revellers WI	£2,220.00	Grant Payment	E Payment
FinelImages (Rooksdown Reporter)	£425.00	06545	E Payment
Diane Malley	£30	305 16.17	E Payment
Jon Payne	£15.70	July	E Payment

**Total    £2990.89**