

ROOKSDOWN PARISH COUNCIL

**DRAFT MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
HELD IN THE ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 23 March 2020 at 1930**

	In Attendance	Apologies	Absent
Cllr Paul Mahoney (Chairman)	✓		
Cllr Paul Lovett (Vice-chairman)	✓		
Cllr Tim Botten	✓		
Cllr Pujitha Jasti		✓	
Cllr Scott Mason	✓		
Cllr Norman Morris		✓	
Cllr Jon Payne		✓	
Cllr Doug How	✓		
Cllr Dan Harris		✓	

Clerk:

Martin Whittaker

In attendance:

Simon Bound, Borough Councillor and Manager of Rooksdown Community Association (RCA)

Action

20/42 To receive and accept apologies for absence

Apologies were received from Cllr Jasti, Payne, Morris, Harris and HCC Cllr Taylor, all self-isolating due to coronavirus.

20/43 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed

None.

20/44 To approve the minutes of the Rooksdown Parish Council meeting of 24 February

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the minutes.

20/45 To discuss matters arising from the minutes

All items complete except:

- 20/4 Apply to BDBC for bus shelters – Lovett/Clerk
Awaiting response from Becky Poulter, BDBC.
- 20/12 LIF fencing update – Clerk/Payne - on agenda
- 19/152 car parks – on agenda
- 20/6 Actions agreed with the hospital – on agenda
- 20/25 Rewilding – Clerk

Gordon Wade (BDBC) had offered to help with this project, but planting bulbs rather than flowers as these would last much longer. The member of the public had been advised by the Clerk to ally with a community group such as the scouts and apply for a grant from RPC. Cllr Bound had offered to discuss planting larger areas with the Lands Trust. However, these actions would have to wait until matters returned to normal.

20/46 **To invite members of the public to address the meeting (up to 15 minutes in total)**

None

20/47 **To receive reports from:**

1. Chairman of Rooksdown Parish Council

The Avenue is now being swept quarterly by Taylor Wimpey. Work began on the rebuilding of the Pumphouse Way roundabout today Work will continue subject to workers being fit & well and in accordance with HMG guidance in view of COVID-19.

The Chairman is also investigating:

- The safety audit for the adoption of The Avenue requires Taylor Wimpey to install a SID (Speed Indicator Device) on The Avenue in the run-up to Dinwoodie Drive. He is looking to see whether the SID can be owned by the Parish Council to be also used around the rest of the development as part of speed calming measures
- The No Left Turn on Dinwoodie Drive is still being ignored and doesn't appear to match the original design. He is working with Taylor Wimpey & Homes England to identify what actions need to be taken.

2. Clerk to the Parish Council

The new website went live without incident on 16 March, thanks to the work of Cllr Botten.

3. County Councillor – no report

4. Borough Councillor

5. Rooksdown Community Association (RCA) – no report

6. Sherborne Fields Residents Association – no report

7. Police/PCSO/CSPO – no report

20/48 **To approve payments and note correction to salary payment**

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the payments and the correction as follows:

Date	Description	Supplier	Amount
27/02/2020	Phone bill	Giffgaff	6.00
20/03/2020	New web hosting package (1yr)	Webhosting UK COM Ltd	47.88
24/03/2020	Base salary	M Whittaker	767.18
24/03/2020	Salary balance	M Whittaker	151.42
24/03/2020	Tax and NI	HMRC - payments	975.67
25/02/2020	Base salary - paid twice in error	M Whittaker	767.18
03/03/2020	Repayment of overpaid salary	M Whittaker	-767.18
24/03/2020	Office rent 1332	RCA	15.00
24/03/2020	1322	RCA	30.00
24/03/2020	1333	RCA	650.00

Cllr Mahoney was asked to authorise the payments.

20/49 **To note bank reconciliations**

The reconciliations, checked and signed by Cllr Botten, were duly noted.

20/50 **Planning applications**

Applications not on the agenda

1. [20/00712/HSE](#) | Erection of a conservatory to rear elevation | at 11 Keble Road Basingstoke RG24 9XH

The motion being proposed by Cllr Lovett, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to offer no objection.

2. [T/00115/20/TPO](#) | Prune 7 trees and fell 5 trees | Land Adjoining The Spinney
The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to offer no objection.

20/51 **Actions resulting from the visit of hospital representatives in January – Clerk**

The hospital announced its new parking arrangements on 26 February, including:

- Expansion of park and ride scheme
- Charging for staff parking
- Withdrawal of parking permits for staff living close to the hospital.

It was agreed that the hospital had some rather higher priority concerns at the moment and the other items should be left for now.

20/52 **Main Hall Working Group update – Lovett**

The group had met on 3 March and agreed the main items to be included in the startup and management contracts with the RCA as previously authorised (18/282). The Clerk will arrange for suitable contracts to be drawn up & plan a further meeting in due course.

Clerk

1. To agree terms of reference

The motion being proposed by Cllr Lovett, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously so to agree.

20/53 **LIF fencing update – Clerk/Payne**

The sites for the LIF fencing had been agreed with Gordon Wade (BDBC), who was now arranging the procurement. After a contractor is chosen there will be a chance to finalise the locations and lengths depending on how much fencing could be installed within the budget.

20/54 **To discuss activities related to the Local Council Elections in May**

These have been postponed by the government until next year, so no activities are necessary.

20/55 **To review delivery arrangements for Rooksdown Reporter – Clerk/Lovett**

As Rooksdown gets bigger it is likely to prove more difficult to deliver the Reporter in a timely manner using voluntary effort. The cost of delivering the current 2000 copies would be between £100 and £150.

The Clerk was asked to obtain formal quotes for the delivery of 3000 copies.

Clerk

20/56 **To consider business continuity arrangements in the event of a COVID-19 lockdown:**

1. Arrangements for suspension of public meetings

From the announcement made by the Prime Minister during the meeting, all council meetings and the Annual Parish Meeting are suspended indefinitely.

The Clerk was asked to make arrangements for a video conference to take place instead of each scheduled meeting. These would guide the Clerk in the discharge of essential functions.

The audit deadline has been extended to 30 September 2020.

For the Annual Governance and Accountability Return (AGAR), which must normally be approved by council before the end of June, NALC is “confident that there will be government guidance soon on how the completion of accounts and AGAR can be conducted without the need for a physical council meeting”.

[Post-meeting note: on 24 March the external auditors released a statement:

In light of the government’s announcement on 23 March 2020 to introduce stringent lockdown measures in response to the coronavirus pandemic, our instructions for the completion of the 2019/20 AGAR will not be issued until such time as there is more clarity over the implications for smaller authorities.]

2. Delegation of authority to the Clerk

The motion:

In response to the Covid-19 outbreak and in the event that it is not possible or appropriate to convene a meeting of the council, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. Such decisions will be made where possible after consultation with members by email. The Clerk will further consult with the Chairman/Vice Chairman or other members as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be notified to councillors on the day the decision is made and reported to the next council meeting. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place, unless extended by resolution at that meeting.

having been proposed by Cllr Mason seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to so delegate.

3. Business continuity plans for the future.

The Clerk had circulated a risk matrix showing the most obvious risks. His recommendation was that all risks could be mitigated and reduced to an acceptable level, though some of this was dependent on the expected action from HMG.

The Clerk was asked to make all members' contact details available to the whole council, and to provide his own details and an alternative contact.

20/57 To discuss arrangements for the Annual Parish Meeting

See above.

20/58 Update on transfer of car parks and agreement of revised wording for car park notice – Clerk

The transfer deed is now complete and agreed between the solicitors. However, Taylor Wimpey had not yet completed the pre-handover tasks and RPC had been advised not to sign the deed until completion. The detailed content of the deed would be considered under item 20/61.

The motion being proposed by Cllr Lovett, seconded Cllr Botten, **IT WAS RESOLVED** unanimously so to agree the revised car park notice. The Clerk was asked to send the revised notice to Taylor Wimpey.

Clerk

20/59 Skate Park Cleaning Equipment update – Payne/Harris

BDBC has suggested that RPC should run a trial of the cleaning equipment (see item 19/90) without the broom or litter picker, ie just with a sign and bin bags. Cllrs Payne and Harris had expressed concern that this was not only pointless but potentially dangerous. Nobody could effectively clean the surface of the park by hand, and picking up rubbish from the ground by hand could lead to contamination or injury.

BDBC had also suggested that the trial with the broom and picker could take place if they were locked in a building overnight. Simon Bound, in his role as manager of the RCA, offered to take responsibility for this. The motion being proposed by Cllr Lovett, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to a 2-month trial on this basis. The Clerk was asked to communicate this to BDBC.

Clerk

20/60 To discuss beekeeping on the allotments and decide in principle whether it should be allowed

Cllr Lovett thought that the keeping of chickens and bees had been discussed at the original working group meetings, where it was concluded that there were too many objections to both. In view of the complexity of the topic, further discussion was deferred to a future meeting.

20/61 **To consider installing and maintaining salt bins in the new areas of Rooksdown**

Now that the southern area has been adopted the parish council bins should be replaced by those from HCC. When this happens, it will free up a number of bins that can be moved to Gillies Meadow.

The clerk was asked to take this up with HCC.

Clerk

20/62 **Chairman's correspondence**

None.

20/63 **Clerk's correspondence**

The Clerk is receiving daily updates on COVID-19 from a variety of official sources. He would copy items relevant to the council to members and post items relevant to the public on Facebook.

He had also received a letter from Blossoms Nursery asking whether the council would consider making a donation to the RCA to cover running costs, as the nursery would not be generating income.

Members expressed sympathy with the plight of Blossoms, but the Clerk advised that any request for support should come from the RCA, and he was sure members would look at it sympathetically. The Clerk would reply on behalf of the council.

Clerk

20/64 **To consider passing the following resolution:**

To, in accordance with the Public Bodies (Admission to Meetings) Act 1960, exclude the public and press for a discussion re

1. Deed of Transfer for car parks
2. Allotment management
3. Staff matters

where publicity might be prejudicial to the special nature of the business.

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to exclude press and public.

20/65 **Chairman to close meeting**

The Chairman closed the meeting at 2145.