

## ROOKSDOWN PARISH COUNCIL

### DRAFT MINUTES OF THE ANNUAL MEETING OF ROOKSDOWN PARISH COUNCIL (RPC) HELD ONLINE on 18 May 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**

20/82 **Election of Vice-chairman**

Under the revised legislation no election of Chairman is required this year unless requested by members, and no such request had been made. Therefore the Chairman stays in post until the next Annual Meeting of the council.

The Chairman asked for candidates for the post of Vice-chairman. Cllr Lovett expressed willingness to continue in post and no other nominations were made.

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to elect Cllr Lovett to the post of Vice-chairman.

20/83 **To receive and accept apologies for absence**

Apologies were received from Cllr Harris due to work commitments. County Cllr Taylor also sent his apologies as he was still self-isolating.

20/84 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**

Cllr Mahoney declared an interest in 20/94 as a director of HALC.

20/85 **To approve the minutes of the Rooksdown Parish Council meeting of 27 April**

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

The minutes were signed on camera by the Chairman.

20/86 **To discuss matters arising from the minutes**

All items complete except:

- 20/4 Apply to BDBC for bus shelters – suspended due to pandemic
- 20/12 LIF fencing update – suspended LIF chasing
- 20/25 Rewilding – suspended
- 20/55 Delivery arrangements for Rooksdown Reporter – suspended

- 20/59 Skatepark cleaning equipment – suspended
- 20/60 Beekeeping on the allotment – suspended
- 20/61 Salt bins – suspended
- 20/64.1 Car park transfer – suspended
- 20/64.2 Arrangements for eviction of plothead – the Clerk reported that, as the household waste centres were open, he had served 7 days’ notice on the tenant on 11 May.
- 20/64.3 Staff matters – Mahoney - ongoing
- 20/78 Main Hall WG – Clerk – on agenda.

20/87 **Review of delegation arrangements to committees, sub-committees, staff and other local authorities**

The Clerk explained that the following delegations were in place:

- Committees have a delegated spend of up to £5000 (Financial Regulations clause 4.1)
- The Clerk (in consultation with Chair) has a delegated spend of up to £500
- The Clerk has delegated powers to make payments as follows:
  - (a) under Late Payment of Commercial Debts Act
  - (b) items otherwise delegated (listed in 20/101 below).
  - (c) transfers between accounts.

The amount under clause (c) is currently £10K, but needs to be increased to £20K to allow the Clerk to transfer precept payments between accounts. (FR 5.5).

He also explained that a delegation previously in place (Minute 19/59: the Clerk to be able to spend up to £50 per month, up to a total of £500 per year on stationery and office supplies) was due for renewal.

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the above delegations with the revised amounts suggested.

20/88 **Appointment of committees and review of terms of reference**

The Chairman asked that this matter be taken at the end of the meeting as there were matters lower on the agenda that had some relevance to any decision. Members agreed.

20/89 **Review and adoption of appropriate standing orders and financial regulations**

The motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to approve the Standing Orders and Financial Regulations with the amendments approved under minute 20/87 above.

20/90 **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

The motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to approve the RCA Office Facilities agreement dated 20 February 2019. As a Trustee of the RCA, Cllr Lovett abstained.

20/91 **Review of representation on or work with external bodies and arrangements for reporting back**

As the previous representative on the RCA, Cllr Lovett said that he had felt conflicted in his role as a Trustee of the RCA. After some discussion it was agreed that such a representative should be considered as the voice of the residents of the parish, ie not there to act in the interests of the parish council. Cllr Lovett accepted this as a definition of the role and offered to serve once more, reporting back to RPC as required.

The motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to appoint Cllr Lovett as the RPC representative on the RCA.

20/92 **Review of inventory of land and other assets including buildings and office equipment**

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the Asset Register.

- 20/93 **Confirmation of arrangements for insurance cover in respect of all insurable risks**  
 The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the insurance arrangements, subject to the Clerk obtaining confirmation that the allotments were covered. **Clerk**
- 20/94 **Review of the Council's and/or staff subscriptions to other bodies**  
 Cllr Mahoney left the meeting for discussion of this item, which was chaired by the Vice-Chairman.  
 There are three subscriptions in question:
- HALC £187
  - HALC HR Consultancy Service £160+VAT
  - SLCC (for Clerk) £156.
- The motion being proposed by Cllr Lovett, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve these subscriptions.
- 20/95 **Review of the Council's Policies and Procedures**  
 The Clerk explained that, on the advice of HALC, an extra clause on vexatious complaints had been added to the Complaints Procedure; this had been circulated to members. All other policies and procedures were unchanged.  
 The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the Policies and Procedures as listed in Appendix B.
- 20/96 **Review of Financial Risk Register**  
 The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to approve the Risk Register.  
 Cllr Lovett noted that it would need to be revised when the council took over ownership of the Main Hall.
- 20/97 **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence**  
 The Clerk reported that the only item paid last year under s.137 was a grant of £100 to Victim Support, which was likely to be repeated this year. £499 had already been spent from this year's budget on a grant to Basingstoke Citizen's Advice.
- 20/98 **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**  
 Suggested dates are:
- June 22
  - July 27
  - September 28
  - October 19
  - November 23
  - January 25
  - February 22
  - March 22
  - April 26
  - May 17
- Meetings would be held online until the government advised otherwise, and thereafter in the Community Centre.  
 The motion being proposed by Cllr Mahoney, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to approve these dates. The Clerk would publish them on the website. **Clerk**
- 20/99 **To invite members of the public to address the meeting (up to 15 minutes in total)**  
 None.
- 20/100 **To receive reports from:**
1. Chairman of Rooksdown Parish Council

The Chairman reported that he was still engaging with Taylor Wimpey and Homes England and would provide a written summary for the next meeting.

**Mahoney**

2. Clerk to the Parish Council

The Clerk reported:

- The Litter grant had now been received.
- He had asked the Principal Tree Officer why the bits of the Spinney in front of the hospital and beyond the Roman road did not have TPOs on them but had not received a reply. Cllr Bound said that he had asked for the TPOs on the other trees as they appeared to be in danger but had not considered these. Cllr Lovett asked if there would be any disadvantage to the Lands Trust of the rest were TPO's, and Cllr Bound thought not.

The Clerk was asked to complete a TPO application form and bring it to the next meeting.

**Clerk**

- There had been a number of reports of rats on the allotments, particularly on the plot where the eviction is being disputed. The Clerk would seek advice as to what should be done.

**Clerk**

3. County Councillor

Cllr Taylor had submitted the following report:

- Coronavirus: Continuing dissemination of HCC briefings and updates.
- Casework: Numerous...eg:
  - Supporting admission of a special needs child into Saxonwood School
  - Support and advocacy on behalf of Rooksdown families bid for admission to Castle Hill School
  - Engaging the help and influence of the HCC Executive Members for Education and Skills and Maria Miller MP.
- HCC Devolved Grants:
  - Worting and Rooksdown church-led COVID-19 charity response
  - Basingstoke Mencap
  - Basingstoke Citizen's Advice
  - Domestic Abuse Charity (Basingstoke being the largest source of referrals for intervention and help).

HCC Elected Member activity: now entirely online.

4. Borough Councillor

Cllr Bound updated members on BDBC activities, including:

- The council's first virtual meeting would take place this week – Development Control. All other meetings have been postponed.
- Refuse collection would continue fortnightly for the foreseeable future.
- Queues for the HWRC facilities had been very long, but nobody was being turned away. If RPC needed to ensure that waste could be disposed of from council facilities a letter of authorisation from the Clerk should suffice.
- Litter bins should be emptied as usual, but staff were working on other services. Any overflowing bins should be reported and would be emptied.

5. Rooksdown Community Association (RCA)

Simon Bound reported that the Community Centre would be opening on 1 June, but only for the nursery.

Money has been allocated to maintenance of the pavilions (which are owned by the Lands Trust) but there have been issues with resources. It will be done soon.

6. Sherborne Fields Residents Association – no report.

7. Police/PCSO/CSPO – no report.

20/101 **Confirmation of payments to be made during the year without further authorisation under clause 5.6 of the Financial Regulations:**

- Clerk's salary
- PAYE
- Phone
- Office rent
- Hall hire

The motion being proposed by Cllr Mahoney, seconded Cllr Morris **IT WAS RESOLVED** unanimously to approve these payments.

20/102 **To approve payments**

The motion being proposed by Cllr How, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to approve the following payments:

Date	Description	Supplier	Amount
19/05/2020	Insurance	Came and Co	656.38
19/05/2020	May pay	M Whittaker	767.18
19/05/2020	May salary balance	M Whittaker	49.16
19/05/2020	HALC subscription	HALC	897.62
19/05/2020	LCPD (HR) Service	HALC	192.00

Cllr Lovett was asked to authorise the payments.

20/103 **To note current bank reconciliations and approve/sign annual bank reconciliations**

The current bank reconciliations were noted by members.

The motion being proposed by Cllr How, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to approve the annual bank reconciliations, which were then signed by the Chairman.

20/104 **Planning applications**

No applications received.

20/105 **To receive progress report on the Main Hall Working Group and make appropriate decisions – Clerk**

The Clerk reported that:

- The draft management contract had been sent to RCA for comment and was expected back in early June.
- Legal advice had been obtained about protection of RPCs money held on its behalf by RCA. The lawyers had suggested that a watertight agreement would be tricky, and this was better handled by minimising the risk to RPC by keeping these amounts low, eg by clearing the "client" account regularly.
- The Clerk and the RCA manager planned to discuss the details of this process to ensure that it was workable and practical...but any process must be practical, as agreed by Clerk and RCA Manager.
- The Clerk would make sure that lawyers were in place to handle the lease without undue delay.

**Clerk**

20/106 **To consider grant requests**

The Clerk reported that no applications had been received.

After some discussion, the Chairman asked the Clerk to ensure that the availability of grants was well advertised in good time for the November meeting, including on Facebook and noticeboards.

**Clerk**

It was also suggested that the Clerk should approach the Church of the Good Shepherd, as the local co-ordinator of COVID-19 aid, to see if they wished to apply for a grant.

**Clerk**

20/107 **To approve the erection of a gate on allotment plot 16b – Clerk**

The Clerk reported that since the agenda was issued he had received two more applications for gates, which could not be dealt with until the June RPC meeting. As all the plots were fenced and adding gates made no effective difference to anyone but the tenant, he suggested that decisions on such matters should be delegated to the Clerk.

The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously that decisions on gates for allotment plots should be delegated to the Clerk.

20/108 **Chairman's correspondence**

The Chairman reported that he had received an email from the tenant who had submitted a complaint about being evicted from their allotment. The tenant was not satisfied with the Chairman's conclusion as per the Complaints Procedure.

The Procedure now required the complainant to be given an opportunity to attend the next RPC meeting to put their case to the council. However, this did not seem reasonable when meetings were online: this could disadvantage the complainant and make things difficult for the council.

The Clerk had sought advice from HALC, and it appeared the alternatives were:

- To have the complainant appear before a suitably socially-distanced council, preferably outside.

This would not be practical due to the numbers and distancing involved. It would be impossible to have a closed session if one was required.

- To delay the process until meetings were again face to face

The plot was extremely overgrown and infested with rats, there is a long waiting list for plots, and complainant would not be able to use the plot during the growing season. This would suit nobody.

- To appoint a small committee to resolve the matter by conference call or online.

This would be easier to handle and much fairer to the complainant and appeared to be the best option.

20/88 **Appointment of committees and review of terms of reference**

In view of the discussion above it was suggested that a committee was appointed to handle this matter. On the advice of HALC the Allotment Complaint Committee should be limited to 3 or 4 people. The Chairman suggested those who had close involvement with the complaint and the allotments, ie himself and Cllrs Mason, Morris and Lovett.

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously the committee should be appointed as above.

The Committee would need to meet to appoint a chairman and agree terms of reference. The Clerk was asked to arrange this meeting and draft the terms of reference.

Clerk

20/109 **Clerk's correspondence**

None.

20/110 **Chairman to close meeting**

Meeting closed at 2110.

## Appendix A

<b>Policy</b>	<b>Date/version</b>	<b>Last approval</b>	<b>Changes for May 2020</b>
Code of Conduct	Sept 2019 v1	Oct 2019	
Data and Cyber Security	Mar 2019 v1	May 2019	
Data Protection	Sept 2018 v1	May 2019	
Data Retention	Mar 2019 v1	May 2019	
Data Subject Access	Mar 2018 v1	May 2019	
Dignity at Work	April 2018 v1	May 2019	
Disciplinary	Feb 2020 v1	Feb 2020	
Equality	May 2018 v1	May 2019	
Grant Criteria	July 2018 v1.2	May 2019	
Grievance	Feb 2020 v1	Feb 2020	
Health and Safety	Oct 2019 v1	Oct 2019	
Media	May 2018 v1	May 2019	
Publications Scheme	Jul 2018 v1.1	May 2019	
Privacy	Sept 2018 v1	May 2019	
Reserves	Sept 2019 v1	Oct 2019	
Safeguarding	May 2018 v1	May 2019	
Social Media	May 2018 v1	May 2019	

<b>Procedure</b>	<b>Date</b>	<b>Last approval</b>	<b>Changes for May 2020</b>
Bank Reconciliation	Jul 2018 v1.2	May 2019	
Complaints	May 2018 v1	May 2019	See Minute 20/95
Co-option	Sept 2019 v1	Oct 2019	
Data Breach	Mar 2019 v1	May 2019	
Election of Chairman	May 2018 v1	May 2019	
FOI Request	July 2018 v1	July 2018	
Uncontentious Planning Application	Sept 2019 v1	Oct 2019	