

ROOKSDOWN PARISH COUNCIL

MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC) HELD ONLINE on 22 June 2020 at 1930

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

Clerk:

Martin Whittaker

In attendance:

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

Action

- 20/111 **To receive and accept apologies for absence**
Apologies were received from Cllrs Lovett (work commitments) and Jasti.
- 20/112 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**
None.
- 20/113 **To approve the minutes of the Rooksdown Parish Council meeting of 18 May and the confidential minutes of 20 March**
The motion being proposed by Clr Mahoney, seconded Clr Morris, **IT WAS RESOLVED** unanimously to approve these minutes.
The minutes were signed on camera by the Chairman.
- 20/114 **To discuss matters arising from the minutes**
All items complete except:
 - 20/4, 20/12 , 20/25, 20/55, 20/59, 20/60, 20/61, 20/64.1 suspended due to pandemic
 - 20/64.2 Arrangements for eviction of plotholder – Clerk – awaiting outcome of complaint
 - 20/64.3 Staff matters – Mahoney – on agenda
 - 20/78 Main Hall WG – Clerk – on agenda
 - 20/100.2 Rats on allotments – Clerk - awaiting outcome of complaint.
- 20/115 **To invite members of the public to address the meeting (up to 15 minutes in total)**
None.
- 20/116 **To receive reports from:**
 1. Chairman of Rooksdown Parish Council

The Chairman went through the report he had circulated to the members, included as Appendix A. This included discussions with Taylor Wimpey about road adoption. The Clerk was asked to remind them that RPC was still waiting for the documentation on the car parks.

Clerk

Mark Glendenning (Homes England) has stepped back from his role liaising with RPC and will be replaced by Peter Wynn.

2. Clerk to the Parish Council

The Clerk reported:

- He had emailed the Church of the Good Shepherd to see if they would wish to apply for a grant for the work they are doing on COVID-19 issues but had received no reply.
- Some of the tenants had got together to form an Allotments Association. No direct RPC involvement was expected.
- 2 tenants not cultivating their plots had been warned they were in breach of the rules.
- Paths 702, 706, 707 will be cut by end July.
- As of today, Chapel Hill - between Kingsclere Rd and the roundabout by the Anvil - is due to be closed by Hampshire County Council. This is to encourage more space for pedestrians and cyclists particularly on the section under the railway bridge.

3. County Councillor

Cllr Taylor submitted a written report of activities at county level.

4. Borough Councillor

Cllr Bond gave a verbal report of which the highlights were:

- The Gander Drive bomb hoax showed some defects in the emergency plan, which were being rectified.
- Grass cutting is back on track (note that the areas around the knee rail fencing are not strimmed, but weed killed once a year. Cllr Mahoney asked about maintenance of shrubs: Cllr Bound explained that this is a winter job.
- Bins are still being emptied fortnightly, but other services have restarted.
- BDBC is now transitioning out of many of the COVID-19 arrangements.
- The hospital has asked Cllr Bound to chair a focus meeting for Rooksdown residents on the future of the hospital. Rooksdown residents are likely to be affected as both patients and staff.

5. Rooksdown Community Association (RCA)

Simon Bound reported that the Community Centre is currently for the exclusive use of the nursery, but this will be reviewed in early August.

6. Sherborne Fields Residents Association

No report.

7. Police/PCSO/CSPO – the PCSO had submitted a report saying that Rooksdown was quiet “as usual”. No more information was available on the Gander Drive incident.

20/117 **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
26/05/2020	SLCC membership	SLCC	161.00

23/06/2020	Internal audit	Do the Numbers	240.00
23/06/2020	June salary	M Whittaker	767.18
23/06/2020	June salary balance	M Whittaker	160.18
23/06/2020	PAYE/NI	HMRC - payments	944.00
23/06/2020	Maintenance	Goslings Garden and Fencing Services	198.00
23/06/2020	Maintenance	Goslings Garden and Fencing Services	241.20
27/05/2020	Phone	giffgaff	6.00
27/05/2020	Inkjet cartridges	lixianjingmoheranwangluokejiyo	44.58
23/06/2020	Handyman April/ May	RCA	1,470.00
23/06/2020	Office rent Apr/ May	RCA	30.00
23/06/2020	Office rent	RCA	15.00
23/06/2020	Handyman	RCA	520.00

Cllr Payne was asked to authorise the payments.

20/118 **To note current bank reconciliations**

The reconciliations were duly noted, with the following reconciled balances:

- Treasurers Account £21,440.97
- Business Bank Instant Account £80,726.83

20/119 **Planning applications**

1. [20/01222/LDPO](#) | Certificate of lawfulness for erection of single storey side/rear extension with pitched roof | 10 Parcel Drive Basingstoke Hampshire RG24 9TF

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

2. Applications not on agenda

[T/00249/20/TCA](#): HORSE CHESTNUT: Reduce crown by approximately 3 meters in height and 3 meters in spread all round. Crown lift to 5 meters over garden of No 20. Finished height to be 15m with a radial spread of 6m.

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

20/120 **To receive progress report on the Main Hall Working Group and make appropriate decisions – Clerk**

The Clerk reported that:

- The management contract was awaiting feedback from RCA, delayed due to staff furloughing
 - The RCA manager suggested that, as the bulk of the contract was acceptable, the detail should now be finalised.
- The start-up contract was awaiting feedback from Management contract. This should now be finalised
- Legal advisers were in place.
- The Clerk was awaiting news from Galamast. Cllr Bound offered to chase up.

The Clerk had received an estimate of fees from the lawyers of £2800 (including costs) for work on the lease, and £650-1200 for a building surveyor. He therefore requested permission to place contracts for a combined cost of up to £4500 as and when the lease was received from Galamast.

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to place such contracts, provided the Clerk informs members when they were placed.

- 20/121 **To note terms of reference for, and provide an update on the complaint being considered by, the Allotment Complaint Committee – Lovett**
As Cllr Lovett was unable to attend the meeting, Cllr Mahoney reported:
- The committee had offered a range of meeting dates and times to the complainant, but no reply was received.
 - The complainant was then offered an additional range of dates and times and accepted.
 - The meeting took place on 17 June. The committee would meet, provisionally on 29 June, to consider its conclusions and pass them to the complainant within 2 weeks of the original meeting.
- The Clerk was asked to arrange the meeting on the 29th. Clerk
- 20/122 **To discuss insurance for allotment perimeter gates and fencing - Clerk**
The allotment gates and fence were not currently listed on the insurance schedule and therefore not insured. To get them insured, a valuation would be required. The Clerk had discussed this with a local surveyor who would provide one. He would then arrange the insurance, but if this required an increased premium he would report back to the next meeting. Clerk
- 20/123 **To accept Internal Audit Report and Clerk’s response**
The motion being proposed by Cllr Mahoney, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to accept the Internal Audit Report and the Clerk’s response.
- 20/124 **To approve and sign Annual Governance Statement and Accounting Statements for 2019-20**
The Clerk reminded members that the Annual Governance Statement shows that the council confirms that it is keeping proper financial controls.
He explained that the statements had been found to be correct by the internal auditor, and the variation from the previous year was shown in the document that had been sent to members.
The chairman read out each part of the Annual Governance Statement and all members agreed.
The motion being proposed by Cllr How, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to accept the Annual Governance Statement and Accounting Statements for 2019-20. The Chairman signed the documents on camera.
- 20/125 **To agree delegated authority for approval of the Clerk’s hours**
The motion being proposed by Cllr Payne, seconded Cllr Mason, **IT WAS RESOLVED** unanimously that the Chairman be able to approve the Clerk’s extra hours up to 10 hours per month.
- 20/126 **To discuss asking for TPO for the unprotected parts of The Spinney**
The Clerk had completed a TPO application form as discussed at the last meeting. No TPO had been applied for previously as it was not thought these trees were a priority. However, due to the importance of the whole Spinney as a leisure and biodiversity resource he suggested that members may wish to consider applying for a TPO.
The motion being proposed by Cllr Payne, seconded Cllr Mason, **IT WAS RESOLVED** unanimously that the Clerk should submit the TPO application. Clerk
- 20/127 **Social distance signage at bus stops**
The Clerk reported that HCC are placing social distancing reminder signs at the busiest stops in the county and had asked if RPC wished to arrange for signs to be placed locally.
The motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to put the notices on noticeboards and shops. Cllr Mahoney offered to do this. The Clerk was asked to put them on Facebook. Mahoney
Clerk

- 20/128 **To develop a policy for COVID-19-related donations to charity – Morris**
 Cllr Morris explained that over the coming months we were likely to receive a number of applications for assistance required due to the pandemic.
 The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously that the Clerk be delegated to pay up to £100 to each applicant in consultation with Cllrs Morris and How.
- 20/129 **To discuss recent unwelcome activity on the skatepark**
 The head of Castle Hill School had been in touch with BDBC, HCC and the local MP to complain about behaviour on the skate park during the school day. This included:
- Bare-chested youths congregating
 - Loud use of foul language
 - Smells indicating drug use
 - Loud music
 - A fire
 - Staring and shouting at pupils
 - Litter being dropped over the fence.
- Members agreed that this was not acceptable behaviour, but recognised that this had been exaggerated during the pandemic. Members then suggested a number of actions that could be taken by RPC. The Clerk was asked to summarise these so the Chairman could write to the headmaster suggesting a way forward. **Mahoney Clerk**
- 20/130 **To review tasks and activities of the handyman**
 With the delayed grass cutting due to the pandemic, some of the public areas in Rooksdown needed to be tidied up. After some discussion it was agreed that the Chairman would discuss these with the Manager of the Community Association and ask the handyman to attend to them. **Mahoney**
- 20/131 **To review the type of speed camera to be supplied as part of the adoption of the Southern Area**
 As part of the adoption of The Avenue and Pumphouse way, Taylor Wimpey are to provide RPC with a mobile speed camera. The Chairman talked through the options and there was general agreement that he should request a Smiley Activated Message (SAM) sign, as this would educate people more effectively.
- 20/132 **To plan the next edition of the Rooksdown Reporter**
 There was general agreement that the next issue should be planned for when it was known that things were starting to open up again, including clubs, a summer fair replacement, Community Centre opening, etc.
 All were asked to come to the July RPC meeting with ideas. **All**
- 20/133 **To approve changes to the Clerk’s employment contract**
 The motion being proposed by Cllr Mahoney, seconded Cllr Payne, **IT WAS RESOLVED** unanimously that the Clerk should with immediate effect be paid Statutory Sick Pay from the first day of sickness.
- 20/134 **Chairman’s correspondence**
- 20/135 **Clerk’s correspondence**
 The Clerk had received an email from Barratt David Wilson Homes saying they were reviewing the revised timetable for the delivery of the new allotments in the light of the pandemic.
- 20/136 **Chairman to close meeting**
 The meeting was closed at 2150.

Appendix A

Chairman's Report for Rooksdown Parish Council meeting – June 2020

My action from April Parish Council meeting:

- **20/60.3 Staff Matters.**
Update provided as agenda item in tonight's meeting as part of 20/133.

Since the last Parish Council meeting - attended the following meetings:

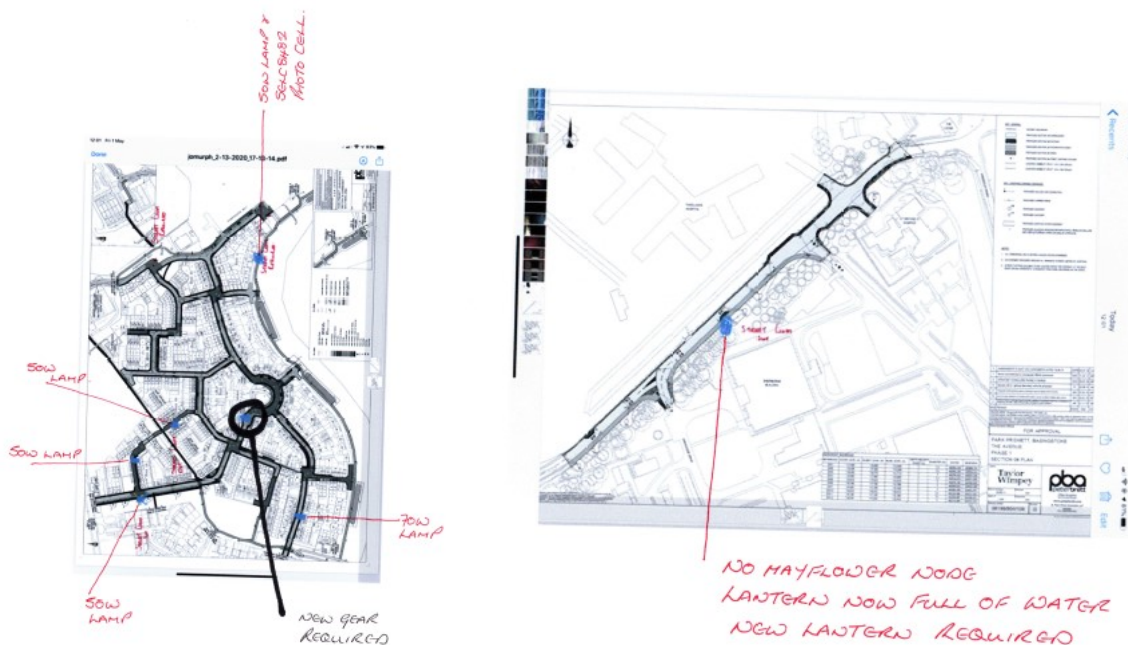
- **Allotment Complaint Committee** (Chairman, Cllrs Lovett, Mason & Morris) – 27 May 2020
- **Allotments Inspection Meeting** (Chairman, Cllrs Mason, Morris, the Clerk & Allotment holder) – 11 June 2020
- **RPC Management Meeting** (Chairman, Cllrs How & Mason & the Clerk) – 12 June 2020:
 - Review of agenda items for the Parish Council meeting
- **TW Update on Highways and Street Lighting - teleconference** (Mark Glendenning, Homes England, Jo Murphy, Taylor Wimpey) – 12 June 2020 - To update on highways & street lighting etc – *details included in this report.*
- **Allotment Complaint Hearing** (Chairman, Cllrs Lovett, Mason & Morris & Allotment Holder) – 17 June 2020

TW Update on Highways and Street Lighting

















Southern Area Street Lighting

For information – Taylor Wimpey continue to be **fully responsible** for all the street lighting in the Southern Area. Back in 2018 it had been agreed that rather than hold up the highway dedication pending the inspection by SSE and then the delay for the required remedial works, the 'dedication' (adoption) of the Southern Area would go ahead on the basis that 'accrual' of the street lights (under Hampshire's PFI contract with SSE) would follow satisfactory completion of any remedial works (or following payment of a commuted sum by Taylor Wimpey direct to SSE so SSE would complete any outstanding works). Also, Taylor Wimpey neglected to install 3 lights in Pumphouse Way, but HCC has agreed that only 2 of these are now required. Taylor Wimpey confirm that there is circa £20k of remedial work to be undertaken to the lighting in the Southern Area before they will be in a position to begin the handover.

Location of all defective lights in my review in May 2020 shown on the plan below (along with comments in red from TW on the work that is required to fix them). The map also shows the location of the 2 streetlamps which are required to be installed as part of the remedial works for adoption.



The agreed list of outstanding work required on The Avenue that TW have agreed with HCC:

Photo	Description and action required	Photo	Description and action required	Photo	Description and action required
	Make good verge around cover		Cover installed by other, verge to be soiled and seed up to level of cover		Cut back hedge clear of footway
	Watershed in accordance with HCC standard required around all new columns in soft		Replace leaning and damaged edges and soil and seed verge		Bus stop sign requires banding
	Confirm brickwork sound and patch around gully		Cut back vegetation clear of footway		Column 4 required head swapping over and supply to new column
	Expose back edging in verge		Confirm redundant post has no power and then remove		Hedge along hospital side to be cut back – Speak to hospital
					Confirm brickwork sound and patch around gully
					Soil up verge and seed
					Seed out footway (general comment)
					Through out Renew lines De-weed Gully cleans Sweep Topsoil and seed verges

In addition – Street lights to be numbered & Electrical test certificates for street lighting

Open space adoption

Another issue with the adoption of the Southern Area will be the open space adoption. This could be quite difficult. Taylor Wimpey has been required to submit an application to BDBC for ‘reserve matters’ in regard to landscaping details of the Public Open Space (POS) across the Southern Area which would include the ‘As-Built’ drawings of the POS areas with details of planting etc.

Taylor Wimpey has advised Homes England that, subject to approval, there were a number of areas which could be adopted quickly as no change is required whereas some areas required works and new planting and where adoption would be subject to maintenance periods.

Transfer to BDBC may happen in three/four tranches depending on progress.

Will provide an update in a future Chairman report.

Dinwoodie Drive – Verge / no left turn sign

As confirmed in previous Chairman Updates – as this road is not yet adopted by HCC, this issue needs to be rectified by Taylor Wimpey.

TW confirm that Devines had been instructed to re-erect the sign but they did not have the signage posts in stock and they have not had any deliveries during the period of lockdown. TW confirms that the sign posts have been ordered and will be re-erected at the same time as other remedial work (above) to The Avenue.



Lavender Copse / Persimmon homes area

I have requested sight of the snagging list for the programme of remedial works which will form part of the work required by Hampshire County Council to get the Highway adopted.

The timeline for this is hoped to happen at the same time as the remedial works are completed on The Avenue and to the roundabout at the top of Pumphouse Way (the legacy Taylor Wimpey work). However, given the timeline for adoption of other areas in Rooksdown, this may be very ambitious and unlikely.

Will provide an update in a future Chairman report.

Paul Mahoney – June 2020