

ROOKSDOWN PARISH COUNCIL

MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC) HELD ONLINE on 27 July 2020 at 1930

	In Attendance	Apologies	Absent
Cllr Paul Mahoney (Chairman)	✓		
Cllr Paul Lovett (Vice-chairman)		✓	
Cllr Tim Botten	✓		
Cllr Scott Mason		✓	
Cllr Norman Morris	✓		
Cllr Jon Payne (from item 20/140)	✓		
Cllr Doug How	✓		
Cllr Dan Harris	✓		

Clerk:

Martin Whittaker

In attendance:

Simon Bound, Borough Councillor and Manager of Rooksdown Community Association (RCA)
Margaret Bates, Trustee, Home-Start North West Hampshire

Action

- 20/137 **To receive and accept apologies for absence**
Apologies were received from Cllr Mason (holiday) and Cllr Lovett.
- 20/138 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**
None.
- 20/139 **To approve the minutes of the Rooksdown Parish Council meeting of 22 June**
The motion being proposed by Cllr Mahoney, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to approve the minutes.
The minutes were signed on camera by the Chairman.
- 20/140 **To note the minutes and confidential minutes of the Allotment Complaints Committee meeting of 27 May, and approve the minutes and confidential minutes of 29 June**
The minutes of the meeting on 27 May were noted.
The motion being proposed by Cllr Mahoney, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to approve the minutes of 29 June.
The minutes were signed on camera by the Chairman.
- 20/141 **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 plothead – on agenda
 - 20/64.3, 20/161 Staff matters – Mahoney - agenda
 - 20/100.2 Rats on allotments – Clerk – plot now cleared

- 20/116.1 Car parks – Clerk - ongoing

20/142 **To invite members of the public to address the meeting (up to 15 minutes in total)**

None.

20/143 **To receive a grant application from Home-start North West Hampshire**

Margaret Bates talked through the work of Home-start and pointed out that their costs have gone up considerably due to COVID-19. They have supported 18 families in Rooksdown over 2.5 years (not 1 as per the application form). They have received 3 grants from other councils across Basingstoke so far: 1 of £500 and 2 of £250.

Members answered a number of questions about the work of the organisation and its funding. Ms Bates then left the meeting and the council discussed the application.

The motion being proposed by Cllr Mahoney, seconded Cllr Payne, **IT WAS RESOLVED** by a majority vote to donate £1000 to Home-start North West Hampshire.

The money will be paid as an s.137 payment out of the Grants budget. The Clerk was asked to make the payment and request a short article to be published in the next Edition of the Rooksdown Reporter.

Clerk

20/144 **To receive reports from:**

1. Chairman of Rooksdown Parish Council – nothing to report
2. Clerk to the Parish Council

The Clerk reported that the allotment gates and fences had been valued at £34800. This would necessitate a £47 increase in premium, but the insurers had waived the cost for this year. Future insurance would be considered as part of a review of the council's insurance for the next financial year.

The new allotments at Park Prewett were now due for delivery in June 2021.

3. County Councillor

Cllr Taylor was unable to attend the meeting, but had sent an email that was considered under item 20/155 below.

4. Borough Councillor

Cllr Bound reported that it had been a generally quiet month. Bin collections were returning in August to a weekly rota, and consideration was being given to a new recycling centre between Basingstoke and Newbury to relieve the pressure on the Wade Rd site.

5. Rooksdown Community Association (RCA)

All staff were now back from furlough and the community centre would be beginning the return to normal operations.

6. Sherborne Fields Residents Association - no report
7. Police/PCSO/CSPO – no report

20/145 **To receive a budget report for the first quarter**

The Clerk presented the budget report (see Appendix A).

The motion being proposed by Cllr How, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to accept the report.

20/146 **To approve payments**

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

Date	Description	Supplier	Amount
29/06/2020	Phone	giffgaff	6.00
28/07/2020	Phone	giffgaff	6.00

28/07/2020	Salary – basic	M Whittaker	767.18
28/07/2020	Salary balance	M Whittaker	149.02
16/07/2020	Website theme support	Envato Pty Ltd	33.18
16/07/2020	Foreign Currency Fee (Envato)	Lloyds Bank	0.91
28/07/2020	Handyman	RCA	700.00
28/07/2020	Office rent	RCA	15.00
28/07/2020	Mow and strim	Goslings Garden and Fencing Services	187.20

Cllr Mahoney was asked to authorise the payments.

Mahoney

20/147 **To note current bank reconciliations**

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

- Treasurers Account £20,667.79
- Business Bank Instant Account £80,730.04

20/148 **Planning applications**

1. Applications not on agenda

[T/00292/20/TPO](#) Prune 8 various trees at Headway Place Homefield Way Basingstoke Hampshire RG24 9SP.

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

20/149 **To receive progress report on the Main Hall Working Group (WG) and make appropriate decisions – Clerk**

The Chairman and Clerk reported:

Members of the Main Hall Working Group had visited the site on 21 July. All were impressed by the quality of the finish and the obvious thought that had gone into the refurbishment. The only potential issues were:

- The lack of ventilation to the smaller hall
- Possible acoustic issues: noise levels inside the hall, and noise levels from people entering and leaving the building
- The postal address: Community Hall, Treasury Court would need changing to Main Hall, Northbrook Crescent to differentiate it from the Community Centre and to identify the side where the entrance is.

Clerk

The initial draft of the startup contract and the and latest draft of the management contract are with WG and RCA. The Clerk was asked to arrange a WG meeting.

Clerk

The solicitors and the surveyor were in place and awaiting either the Heads of Terms or the draft lease from the developer.

20/150 **To provide an update on the complaint being considered by the Allotment Complaint Committee – Lovett**

In the absence of Cllr Lovett, Cllr Mahoney reported:

- Although we had followed the rules we should have taken the complainant's personal circumstances more into account.
- His tenancy had been reinstated, starting from when the plot had been cleared but, given the email received from the complainant dated 23/7, it was not clear whether Cllr Lovett had written to him with this conclusion. The Clerk was asked to link in with Cllr Lovett to conclude this matter and to arrange for a new tenancy agreement to be sent to the complainant and for him to be issued with the current code to the allotments.

Clerk / Lovett

1. To report on the lessons learnt and actions to be taken – Morris
Cllr Morris reported that the key lessons from this episode were:
 - To encourage the formation of an Allotments Association
 - To arrange meetings on site and build a relationship with tenants
 - Review the rules.
2. To appoint the chairman and members of an Allotments Committee with suitable delegated powers to manage the allotments and adjudicate on related matters.

The motion being proposed by Cllr Morris, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to:

- Set up an Allotment Committee consisting of Cllrs Morris, Mason, Mahoney, Lovett, Harris
- Appoint Cllr Morris to be the Chairman
- Delegate to the Committee powers to decide on all matters relating to the allotments including:
 - Expenditure of amounts up to the budget agreed for such matters up to a maximum of £5000
 - Setting/revision of the Allotment Rules
 - Deciding and adjudication on all matters relating to tenancies including non-cultivation issues, play equipment, buildings, bee keeping etc.
 - Liaison with neighbours.

20/151 **To decide under what circumstances children’s play equipment such as swings would be allowed on allotment plots – Mason**

This would now be decided by the Allotments Committee.

20/152 **To discuss the co-option of a councillor to fill the vacancy left by Cllr Jasti’s resignation**

In view of the current situation with respect to the pandemic, and the parish elections due next May, the motion being proposed by Cllr How, seconded Cllr Harris, **IT WAS RESOLVED** unanimously not to co-opt another councillor at this time.

20/153 **To approve revised asset register**

The motion being proposed by Cllr Mahoney, seconded Cllr Morris, **IT WAS RESOLVED** unanimously to approve the asset register.

20/154 **To appoint the chairman and members of an HR committee (or working group) – Payne**

Cllr Payne explained that the council did not currently have a mechanism for resolving HR issues. HALC’s recommendation was that an HR committee was needed, so it could be called on as required.

The motion being proposed by Cllr Payne, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to:

- Set up a Human Resources (HR) Committee consisting of Cllrs Payne, Mason, How, Mahoney, Harris
- Appoint Cllr Payne to be the Chairman
- Delegate to the Committee powers to decide on all matters relating to HR that do not exceed a cost of £5000 per year.

Cllr Payne would send the Clerk a draft agenda and a suggested date for the first meeting.

Payne

20/155 **To report from the skatepark nuisance meeting with the school and make appropriate decisions – Mahoney**

Cllr Mahoney handed the chair to Cllr Morris for this item.

Cllr Mahoney summarised the document "Issues with the Skatepark July 2020".

Members made the following points:

- Cllr Payne (who attended the meeting) said that the fence looked like the only viable option and was disappointed at HCC's response that no funding was available.
- Cllr Botten suggested looking at smaller fence nearer the skatepark. Cllr Payne responded that this might cause people to congregate between it and the school.
- Cllr Harris suggested moving the shelter to the other side of the skatepark away from the school, and putting the barrier nearer the skatepark.
- Cllr How suggested that this might be a short-term problem related to COVID-19. Cllr Payne agreed that this might be the case.
- Cllr Mahoney reported that the school might be able to commit up to £2K to a solution.

Cllr Morris asked Cllr Bound for his input. Cllr Bound suggested that:

- There was considerable antisocial behaviour under the tree by the school fence before the skatepark was built.
- The new fence at 3m would be intimidating.
- The fence may require planning permission, which may be a problem in a conservation area.
- The only BDBC money would be from s.106, but it wasn't clear when the funds would become available.
- If the s.106 money were to be spent on a fence, this would reduce the amount available for the planned facilities in the park.
- The new skatepark in the Memorial Park should be open by the end of the next financial year, which would take the pressure off the Rooksdawn park.

Cllr Morris then asked the Clerk for advice on the financial position. The Clerk responded:

- There was no budget available for such a project.
- It could be financed out of reserves, but all reserves were currently earmarked for other projects eg the furnishing of the Main Hall. If money were to be spent on the skatepark it was likely other projects would suffer.
- If new money were required this could be raised from the precept this year, but spending, for example, £10K on the fence this would require an increase in the precept - and therefore Rooksdawn's share of the council tax - of 30%. The council would have to be able to justify this to electors.
- The Clerk also drew councillor's attention to the email from Cllr Taylor, suggesting that in HCC's opinion "experience suggests that even a[n] acoustic fence may not stop the problem".

Cllr Morris then summarised the options:

- Move the youth shelter to the other end of the park at a cost of perhaps £1-2K
- Remove grind box on top of the ramp at an unknown cost, probably over £2K
- Put up a 3m barrier at a cost (£20K).

The Clerk advised that whichever solution was chosen a number of approvals and permissions would be required. BDBC as owners of the skatepark and the land would

need to be consulted, planning permission sought (if required), and sources of funding found.

Cllr Morris believed that the council needed to show good faith by pursuing the viable options. In the absence of sufficient funding for the fence, quotes and permissions were required for moving the shelter and the grind box.

Cllr Payne agreed to obtain indicative prices for these, and the Clerk was asked to pursue appropriate permissions.

**Payne/
Clerk**

20/156 **To consider suitable projects to be undertaken by volunteers from the National Citizenship Service (NCS)**

The council had received an email from Maria Miller MP suggesting that parishes should consider projects that might be undertaken by NCS, as many of the usual sources of project were not currently in a suitable position to assist.

It was felt by members that as the council was being run remotely, it was not currently in a position to engage in such projects. The Clerk was asked to respond to the letter accordingly.

Clerk

20/157 **To plan the next edition of the Rooksdown Reporter**

The Chairman asked members for ideas for the next edition, which they duly gave.

20/158 **To plan Christmas decorations for Rooksdown**

Clerk to progress the order for Christmas decorations as agreed in February (item 20/36)

20/159 **Chairman's correspondence**

None.

20/160 **Clerk's correspondence**

None.

20/161 **Chairman to close meeting**

The meeting was closed at 22.10.

Appendix A

Budget report end June 2020

V1 8/7/20

Summary

All is pretty much as forecast but with some significant underspends, mainly due to activity being restricted by COVID-19.

Figures are given in the table below.

Key

Variance is the difference between budget and actual expenditure. In this column, +ve figures are underspends, -ve figures are overspends.

The "Limits" column shows a figure where the variance is greater than £50 and greater than 15% of budget. The standard parish council accounting rules specify a limit of over £200 for the year, so £50 is the figure for 1 qtr.

Specifics

Allotments

The overspend is to do with extra strimming of a plot owned by a shielding tenant.

Grants and donation (see also Section 137 payments)

This is below budget as of June. However, this may be made up in the coming months as the country comes fully out of lockdown.

Professional Fees

Handover of Main Hall likely to begin in July.

Project costs

(intended for costs associated with Christmas tree/lights and unspecified projects)

No projects undertaken yet.

Martin Whittaker

Clerk and RFO

Rooksdown Parish Council

Budget report from 1-Apr-2020 to 30-Jun-2020 (figures include VAT)

CURRENT PERIOD vs CURRENT BUDGET						FORECAST vs BUDGET for year				
Payments	Budget	Period Actual	Variance	Limits >15% >£50	Notes	Budget	Forecast	Variance	Limits >15% >£200	Notes
Other Payment										
Allotments	375	439	-64	-17%	Extra strimming: COVID isolator	1,000	1,100	-100		
Audit fees	200	240	-40			500	500	0		
Books	17	0	17			70	50	20		
Chairmans allowance	0	0	0			0	0	0		
Clerks exp (misc)	20	0	20			20	20	0		
Clerks exp (benefits)	5	0	5			80	80	0		
Councillor expenses	5	0	5			20	20	0		
Events	0	0	0			150	150	0		
General admin	75	94	-19			300	300	0		
Grants and Donations	1,000	0	1,000	100%	Only 1 request (see s.137 below)	2,000	2,000	0		
Hall hire	150	0	150	100%	Online meetings	600	100	500	83%	Online meetings
Handyman	2,000	1,990	10			8,000	8,000	0		
Insurance	650	656	-6			650	656	-6		
IT and support	120	0	120		No expenditure yet	1,000	1,000	0		
Loans	0	0	0			0	0	0		
Miscellaneous Payments	0	0	0			0	0	0		
Misc expenditure	5	0	5			20	20	0		
Payroll	120	120	0			120	120	0		
Phone	15	12	3			60	60	0		
Printing and publication	500	0	500	100%	No RReporter so far	2,000	1,500	500	25%	Unlikely to catch up
Professional fees	500	0	500	100%	Main Hall still not ready	1,500	2,500	-1,000	-67%	Solicitor and surveyor
Repairs and Maintenance	125	0	125	100%	No expenditure	500	400	100		
Section 137 payments	0	499	-499		See Grants and Donations above	100	499	-399		See Grants and Donations above
Subscriptions	1,200	1,251	-51			1,200	1,251	-51		
Training	125	0	125	100%	No expenditure	500	400	100		

Project Costs	0	0	0			2,000	2,000	0	
Total Other Payment	<u>7,208</u>	<u>5,301</u>	<u>1,907</u>			<u>22,390</u>	<u>22,726</u>	<u>-336</u>	
Staff costs									
Salaries and allowance	4,125	3,504	621			16,500	15,500	1,000	
Pension contributions	0	0	0			0	0	0	
Total Staff costs	<u>4,125</u>	<u>3,504</u>	<u>621</u>			<u>16,500</u>	<u>15,500</u>	<u>1,000</u>	
Administration									
Total Administration	<u>0</u>	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>	<u>0</u>	
Total Payments	<u>11,333</u>	<u>8,805</u>	<u>2,528</u>			<u>38,890</u>	<u>38,226</u>	<u>664</u>	
Receipts	Budget	Period Actual	Variance	Variance >15% >£50		Budget	Forecast	Variance	Variance >15% >£200
Other Receipts									
VAT Repayments	650	890	-240	-37%		1,300	1,500	-200	-15%
Miscellaneous Receipts	0	0	0			0	0	0	
Bank interest	8	7	1			30	30	0	
Grants and Donations received	2,925	2,925	0			2,925	2,925	0	
S106 contributions	0	0	0			0	0	0	
Other receipts	0	0	0			0	0	0	
Allotment fees	0	35	-35			880	880	0	
Total Other Receipts	<u>3,583</u>	<u>3,857</u>	<u>-275</u>			<u>5,135</u>	<u>5,335</u>	<u>-200</u>	
Precept								0	
Precept	16,972	16,972	0			33,943	33,943	0	
Total Precept	<u>16,972</u>	<u>16,972</u>	<u>0</u>			<u>33,943</u>	<u>33,943</u>	<u>0</u>	
Total Receipts	<u>20,554</u>	<u>20,829</u>	<u>-275</u>			<u>39,078</u>	<u>39,278</u>	<u>-200</u>	