

Notes on agenda for RPC meeting 24/5/21

V1 17/5/21

As the special legislation for coronavirus has lapsed meetings can no longer be held online. The Community Centre is not available for meetings as the COVID rules for Early Years provision would mean deep cleaning would be required after a council meeting, and this cannot reasonably be done before the nursery arrives next day. Therefore the council will be meeting outside the back of the Community Centre, either in the open or under event shelters if wet.

Risk of virus transmission will be mitigated as follows:

- No chairs will be provided. If you wish to attend and sit you will have to bring your own chair
- No printed agendas will be made available.
- Councillors that are required to complete paperwork must do so as far as possible before the meeting, and bring a copy with them.
- Hand sanitiser and a sterilising spray will be available for use by councillors and the public.
- There will be no access to the Community Centre for any reason.
- Singing will be discouraged.

In view of this the agenda has been cut down to what is legally and practically required. To enable the meeting to move as fast as possible, below are notes on the items under discussion.

21/77 Signing of Acceptance of Office

I will issue these before the meeting so people can print at home, then sign at the meeting

21/78 Election of Chairman and Vice-chairman of the council

Anybody may propose themselves or anybody else for either Chairman or Vice. Procedure is at <https://rooksdwn.org.uk/document-category/procedures/>.

21/82 Review of delegation arrangements to committees, sub-committees, staff and other local authorities

These are the ones we have agreed in previous years that are candidates to be continued:

- Clerk to have authority to spend up to £50 a month on stationery and other essential items for the effective running of the council.
- Clerk to have authority to approve gates and fences on the allotments
- Additional tasks for the handyman may be authorised by the Clerk in consultation with the Chairman or Vice-chairman
- Chairman or Vice-chairman to be able to approve periods of greater than 2 days holiday for the Clerk, which will not unreasonably be refused

21/83 Review and adoption of appropriate standing orders and financial regulations (see attached)

No changes to FRs; 2 small changes to SOs:

- Deletion of part in brackets in 13g to conform to normal practice
- Correction of 21a in line with ICO ruling.

21/84 Confirmation of arrangements for insurance cover in respect of all insurable risks (see attached)

21/85 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 28
July 26
September 27
October 18 (to accommodate half term)
November 22
January 24
February 28
March 28
April 25
May 23

21/87 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
- Handyman

21/90 To appoint Full Signatories for the bank accounts

All except Cllr Woods are signatories to Lloyds and Unity (but Cllr Lewis-Dalgarno doesn't have online access). Suggest add Cllr Woods to Unity. (Note that Clerk can set up payments but not authorise).

Suggest open the Redwood account with Chairman, Vice-chairman and Clerk as signatories. This can only be used to transfer money to the Unity current account.

21/91 Planning applications

1. [21/01231/FUL](#) | Erection of a temporary building for 5 years on new excavated foundation pads | North Hampshire Hospital Accident And Emergency Aldermaston Road Basingstoke Hampshire RG24 9NA

Erection of a building on the car park. Application says no spaces lost, but may still have some effect on parking

2. [21/01240/ROC](#) | Variation of Condition 2 of 20/02239/FUL to allow for the retention of a modular building for a further 5 years. | Lasham Building North Hampshire Hospital Aldermaston Road Basingstoke Hampshire RG24 9NA

Technical change due to mistake on permission letter last year.

3. Applications not on the agenda

Applications received between the date of this agenda and the meeting, for which the closing date is before the next meeting, will be discussed under this heading.

21/92 To consider arrangements for co-option of councillors

First opportunity to co-opt will be 28 June. We do not have to advertise, but it is best practice to do so. There will be no chance for candidates to attend a meeting. Councillors may wish to suggest people, and we have 3 possibles from past applications.

21/93 To consider arrangements for the Annual Parish Meeting

As per advice, suggest set a date of 1 June (latest possible date). In the opinion of the Clerk, under COVID conditions and with the restrictions on the CC, the risks are not manageable. Therefore it is recommended that the council declines to convene the meeting.

Martin Whittaker

Clerk and RFO