

ROOKSDOWN PARISH COUNCIL

**MINUTES OF THE COUNCIL MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
HELD at the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 28 June 2021 at 19:30**

	In Attendance	Apologies	Absent
Cllr Paul Mahoney (Chairman)	✓		
Cllr Douglas How (Vice-chairman)	✓		
Cllr Jessica Lewis-Dalgarno	✓		
Cllr Scott Mason	✓		
Cllr Gaynor Woods	✓		

In attendance:

Simon Bound, Borough Councillor and Manager of Rooksdown Community Association (RCA)
Arun Mummalaneni, County Councillor
Plus 2 candidates for co-option

Action

- 21/97 **To appoint a RFO to record the minutes & actions for the duration of the meeting.**
The motion being proposed by Cllr Mahoney, seconded Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to permit Cllr How to take the minutes of the meeting & to act as RFO for the Parish Council for the duration of the meeting.
- 21/98 **To receive and accept apologies for absence**
None
- 21/99 **To consider applications to fill the vacancies on the Council and co-opt as required.**
Application forms had been received from Sarah Hoare, David Knights and Alex Wright. Alex Wright was not present at the meeting.
Cllr Mahoney confirmed that according to the forms, all were eligible to join the Council.
The motion being proposed by Cllr Mahoney, seconded by Cllr How, **IT WAS RESOLVED** unanimously to invite Sarah Hoare and David Knights to be new members of the Parish Council.
Sarah & David signed the Declaration of Acceptance of Office and were advised to complete the BDBC Register of Members' Interests form.
Cllr Mahoney offered to make the necessary arrangements with regards to updating the website & arranging council email facilities etc.
- 21/100 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed.**
None.
- 21/101 **To approve the minutes of the Rooksdown Parish Council meeting of 24 May 2021**
The motion being proposed by Cllr Lewis-Dalgarno, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the minutes of the Parish Council meeting 24 May 2021, which were signed by the Chairman.
- 21/102 **To discuss matters arising from the minutes.**
All items complete except:

Mahoney

- 20/12 – LIF fencing – request made for update from Gordon Wade.
- 20/64.1, 20/116.1 – Car Parks, Peggs Way – On hold.
- 21/58, 21/68 – Revised banking arrangements with Unity Trust Bank – Incomplete.
- 21/49 – Cemetery Working Group – to be set up after the election – to be brought forward to July meeting.
- 21/70 – Clerk to perform risk assessment and issue detailed instructions nearer the time of the AGM – not completed.
- 21/70 – Clerk to draft a suitable agreement for IT support with Tim Botten & Jon Payne – not completed.
- 21/92 – Clerk to advertise on Social Media for candidates for co-option – not completed.
- 21/95 – Clerk to copy correspondence to Cllr Bound regarding litter bins so he could check the situation with the Lands Trust – not completed.

21/103 **To invite members of the public to address the meeting (up to 15 minutes in total)**

None

21/104 **To receive reports from:**

1. Chairman of Rooksdown Parish Council

No report

2. Interim Clerk to the Parish Council

No report.

3. County Councillor

Councillor Mummalaneni spoke to his report which had been circulated to members in advance of the meeting. (See Appendix 1).

4. Borough Councillors

No report

5. Rooksdown Community Association (RCA)

No report

6. Sherborne Fields Residents Association

No report

7. Police / PCSO / CSPO

No report

21/105 **To approve payments**

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

Date	Description	Supplier	Amount
19/5/21	Phone bill	Giffgaff	£6.00
28/6/21	Final Salary (June)	M Whittaker	£540.06
28/6/21	PAYE/NI	HMRC – payments	£711.88
2/6/21	Internal Audit Fee	Do the Numbers Ltd	£240.00
17/6/21	Office rent	RCA outward	£15.00
17/6/21	Handyman	RCA outward	£560.00
31/5/21	Mow and strim May	Goslings Garden and Fencing Services	£187.20

Cllr Mason agreed to authorise the payments.

Mason

21/106 **To note current bank reconciliations**

The reconciliations were examined by Cllr How and duly noted by the council, with the following reconciled balances as of 31 May 2021:

- Treasurers Account £22,496.14
- Business Bank Instant Account £103,012.59

1. [21/01473/FUL](#) | Change of use of ground floor unit to mixed use Class A1/A3/A5 to allow hot food takeaway. Installation of duct to west elevation and internal alterations. | Unit 2, Greenlands Road Basingstoke Hampshire RG24 9R

The deadline for a response had passed. The Parish Council were unable to comment on the application.

2. [21/01546/FUL](#) | Demolition of Existing 21-bed Care Home (Homefield House) and Redevelopment of Site for Replacement 60-bed Care Home (Use Class C2) (and all associated landscaping, drainage, highways and ancillary works) | Homefield House Nursing Home Homefield Way Basingstoke RG24 9SE

Members were of the opinion to acknowledge the need for more Social Care in a meaningful way but didn't have sufficient information to be supportive of the application at this stage.

Members had concerns about:

- (i) the likely rise in the level of traffic and congestion that it is likely to be caused by the proposed increase from 21 to a 60 bed care home to the surrounding roads within Rooksdown.
- (ii) the pragmatic management of the site whilst under construction to mitigate the potential disruption to the existing residents of the home and for the existing residents of Rooksdown, the school and local businesses.
- (iii) the route the construction traffic would use given it's location in the heart of the development, proximity to the local businesses and proximity to the school.
- (iv) how this route would be managed should the development be given the go-ahead.
- (v) contractor parking in this area where parking is already at a premium & could potentially be dangerous for children going to/from school.

Members requested, should the application be granted, that a Planning Condition be included with any application regarding the construction route and how the construction traffic would be managed to ensure minimal disruption to the existing residents, school and local businesses.

The motion being proposed by Cllr Mahoney, seconded by Cllr How, IT WAS RESOLVED unanimously to respond to the application as above.

3. [21/01937/TWRN](#) | Prune branches back from property boundary. | 32 Divot Way Basingstoke Hampshire RG24 9YE

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

4. Applications not on agenda

[21/01450/FUL](#) | Erection of 3 no. dwellings including associated, access parking and landscaping. | Land Adjacent To Homefield House Park Prewett Road Basingstoke Hampshire

Members were of the opinion that they didn't have sufficient information to be supportive of the application at this stage.

Members had serious concerns about:

- (i) the pragmatic management of the site whilst under construction to mitigate the potential disruption to the existing residents of Rooksdown, the school and local businesses.
- (ii) the route the construction traffic would use given it's location in the heart of the development, proximity to the local businesses and proximity to the school.

(iii) how this route would be managed should the development be given the go-ahead.

(iv) contractor parking in this area where parking is already at a premium & could potentially be dangerous for children going to/from school.

Members requested, should the application be granted, that a Planning Condition be included with any application regarding the construction route and how the construction traffic would be managed to ensure minimal disruption to the existing residents, school and local businesses.

The motion being proposed by Cllr Mahoney, seconded by Cllr How, **IT WAS RESOLVED** unanimously to respond to the application as above.

21/108 To discuss the handover from the previous clerk and interim arrangements

The Chairman outlined the handover from the previous clerk.

The Chairman explained, as per Financial Regulation 6.11, that the sealed, dated envelope which he held since 15/10/2018 which contained details of the clerk's computer PIN and other passwords had now been accessed/opened in the presence of two councillors – Cllr Mahoney and Cllr How.

The PIN and all passwords have been changed under dual control.

The Chairman outlined the interim arrangements following the departure of the previous clerk.

21/109 To discuss the arrangements for councillor training

Given the number of new members, the Chairman explained that he would make enquiries as to whether HALC could offer a bespoke training session to all current members for 'The Knowledge & Core Skills Training for New Councillors Parts 1 & 2' in Rooksdown Community Centre in early September. He would report back to the next council meeting with the date & costs.

The Chairman explained that he would circulate the following to all members:

- (i) The Good Councillors Guide
- (ii) Rooksdown Parish Council – Code of Conduct
- (iii) Rooksdown Parish Council – Standing Orders
- (iv) Rooksdown Parish Council – Financial Regulations

Mahoney

21/110 To note the Internal Audit Report and take appropriate actions

The motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to accept the Internal Audit Report.

21/111 To approve and sign Section 1 – Annual Governance Statement 2020/21 as part of the Annual Governance and Accountability Return (AGAR)

The Chairman pointed out the Annual Governance Statement shows that the council confirms that it is keeping proper financial controls.

The Chairman read out each part of the Annual Governance Statement and all members agreed.

The motion being proposed by Cllr Mahoney, seconded by Cllr How, **IT WAS RESOLVED** unanimously to approve the Annual Governance Statement for 2020 – 2021.

The Chairman signed the document. Cllr How signed the document as Clerk/RFO for the meeting.

Cllrs Woods, Hoare and Knights asked that their abstentions be recorded as they were not members of the council during the period covered by the certificate.

21/112 To approve and sign Section 2 – Accounting Statements 2020/21 as part of the Annual Governance and Accountability Return (AGAR)

The Chairman explained that he and Cllr How had discussed at length the statements with the Internal Auditor and the variation from the previous year was shown in the document that had been sent to members in advance of the meeting.

The motion being proposed by Cllr Mahoney, seconded by Cllr How, **IT WAS RESOLVED** unanimously to accept the Accounting Statements for 2020 – 2021. The Chairman signed the document.

Cllrs Woods, Hoare and Knights asked that their abstentions be recorded as they were not members of the council during the period covered by the certificate.

The Chairman confirmed the dates of the period for the exercise of public rights as being 1 July to 11 August 2021.

The motion being proposed by Cllr Mahoney, seconded by Cllr How, **IT WAS RESOLVED** unanimously to approve the dates of the period for the exercise of public rights – 1 July to 11 August 2021.

Mahoney

Cllr Mahoney agreed to publish the Notice of Public Rights and Publication of Annual Governance & Accountability Return – Accounts for the year ended 31 March 2021 to the Council website in line with requirements and to send all necessary information to the External Auditor by the required deadline.

Mahoney

21/113 **To plan the next edition of the Rooksdown Reporter**

Members discussed ideas for what should be included in the forthcoming Rooksdown Reporter and were asked to bring their contributions to the next council meeting in July.

All

21/114 **Chairman's correspondence**

None

21/115 **Interim Clerk's correspondence**

None

21/116 **Chairman to close meeting**

Meeting closed at 21.50.

COUNTY COUNCIL REPORT FOR ROOKSDOWN PARISH COUNCIL

BY

ARUN MUMMALANENI

BASINGSTOKE NORTH WEST DIVISION

JUNE2021

<p>HEALTH:</p> <ul style="list-style-type: none"> • Vaccination remains high priority • Pfizer and Moderna health risks- very rare risk of heart inflammation • Consultation is in progress on proposed cuts to Drug rehabilitation program. Encouraging residents to take part in this. • New Hospital – Yet to finalise the location. Planning to open by 2028. 	<p>EDUCATION:</p> <ul style="list-style-type: none"> • Saxon and Castle Hill schools reported cases. However schools are open and operating as per guidelines • Castle Hill school visit scheduled next week to discuss about school drops and parking issues.
<p>TRANSPORT:</p> <ul style="list-style-type: none"> • Residents raised concerns about hospital Jn. Several near miss accidents. Scheduling a meeting with officers. Asking for a site visit along with portfolio holder. Will provide details. • Increased traffic on A339 because of motor way road works. Transport trucks are using this as short cut. Reported to HCC and awaiting response. • Parking and speeding issues- Would like to raise these issues in my meeting 	<p>OTHERS:</p> <ul style="list-style-type: none"> • Under pass flood issue brought to my attention and working with HCC. HCC engineers visited and assured a proper fix for this issue. • Rural style Royal mail post box is not visible in Gillies drive. Working with Royal Mail to make it more visible • Bike thefts in new developments- reported to police. • Waste prevention grant scheme open and welcoming applications for new projects. Waste Prevention Community Grant Fund Hampshire County Council (hants.gov.uk)
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