

ROOKSDOWN PARISH COUNCIL

**MINUTES OF THE COUNCIL MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
HELD at the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 27 September 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	✓		
Cllr David Knights	✓		
Cllr Sarah Hoare	✓		

In attendance:

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

Action

- 21/138 **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.
- 21/139 **To receive and accept apologies for absence**
None
- 21/140 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed.**
Cllr Mahoney registered a pecuniary interest in item 21/144 – for reimbursement of expenses incurred on behalf of the Parish Council.
Cllr Lewis-Dalgarno registered an interest in item 21/147 (3) planning application.
- 21/141 **To approve the minutes of the Rooksdown Parish Council meeting of 26 July 2021.**
The motion being proposed by Cllr Mahoney, seconded Cllr Hoare, **IT WAS RESOLVED** unanimously to approve the minutes of the Parish Council meeting 26 July 2021, which were signed by the Chairman.
- 21/142 **To discuss matters arising from the minutes.**
All items complete except:
 - 20/12 – LIF fencing – request made for update from Gordon Wade.
 - 20/64.1, 20/116.1 – Car Parks, Peggs Way – On hold – will be part of the handover of the Southern public open space
 - 21/58, 21/68 – Revised banking arrangements with Unity Trust Bank – Incomplete – to be pursued once a new Clerk had been recruited.
- 21/143 **To invite members of the public to address the meeting (up to 15 minutes in total)**
None
- 21/144 **To approve payments**

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

Date	Description	Supplier	Amount
19.8.21	Phone bill	giffgaff	£6.00
19.9.21	Phone bill	giffgaff	£6.00
4.8.21	ICO fee	ICO	£35.00
19.8.21	Office rent	RCA outward	£15.00
17.9.21	Office rent	RCA outward	£15.00
19.8.21	Handyman	RCA outward	£690.00
17.9.21	Handyman	RCA outward	£480.00
31.7.21	Allotment Maintenance	Goslings	£187.20
31.8.21	Allotment Maintenance	Goslings	£187.20
28.8.21	Replacement Padlock - Chair	Screwfix	£15.99
19.9.21	Ink Cartridges - Chair	Wilkos	£15.00
27.9.21	PC meeting refreshments	M&S & Tesco	£4.50

Mason

Cllr Mason agreed to authorise the payments.

21/145 To note current bank reconciliations

The reconciliations were examined by both Cllrs How & Mason and duly noted by the council, with the following reconciled balances as of

31 July 2021:

- Treasurers Account £19,763.59
- Business Bank Instant Account £103,014.29

31 August 2021:

- Treasurers Account £19,722.59
- Business Bank Instant Account £103,015.16

21/146 To note the result of the External Audit

The Chairman explained that the External Auditor had confirmed that no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met by the Parish Council over the last 12 months.

The Audit was noted by the Parish Council.

21/147 Planning applications

1. [21/02646/HSE](#) | Erection of single storey rear extension following demolition of existing 11 Barron Place Basingstoke RG24 9JS

The motion being proposed by Cllr Lewis-Dalgarno, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to offer no objection

2. [21/02264/HSE](#) | Conversion of loft to living accommodation with dormer window to rear and rooflights to the front 6 Keble Road Basingstoke RG24 9XH

The Parish Council missed the deadline on this application due to no meeting in August.

The motion being proposed by Cllr Lewis Dalgarno, seconded by Cllr Mason **IT WAS RESOLVED** unanimously to offer no comment on this planning application.

3. [21/03009/TWRN](#) | T1, T2: fell. | 9 Domitian Gardens Basingstoke Hampshire RG24 9SQ

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

Cllrs Lewis-Dalgarno abstained.

4. Applications not on agenda

[21/02712/FUL](#) | Siting of a modular building for hospital use on new concrete pad foundations | North Hampshire Hospital, Accident and Emergency Aldermaston Road Basingstoke RG24 9NA

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

21/148 **To note the date for in-house Councillor Training – Knowledge & Core Skills Course**

The Chairman advised the date for the in-house Councillor Training – Knowledge & Core Skills Course was scheduled for Saturday 20 November 2021 10.30 – 15.00. Venue to be confirmed. All Councillors confirmed they would attend the training.

21/149 **To discuss the recruitment of a new Clerk & RFO for Rooksdown Parish Council and make appropriate decisions.**

The HR Committee Terms of Reference was approved (see Appendix 1)

Cllr Lewis-Dalgarno reported that the HR Committee would look at the best way to advertise a role that fits the needs of Rooksdown, putting together the prep to get a field of appropriate candidates to interview.

21/150 **To discuss an update on the Allotments and make appropriate decisions.**

The Allotments Committee Terms of Reference was approved (see Appendix 2)

Cllr Knights referred to the 'Allotment Update' and reported

- Pedestrian side gate lock replaced
- Plot 1A, C & D have been weeded and are now able to be allocated. This work was carried out by Cllr Mahoney & Knights with a saving to the Parish Council of c £300.
- Tenants of plots adjudged not to be of the required standard were contacted by Cllr Mahoney for an update – every one without exception have taken appropriate action – with tenants either improving the standard of their plots (or a couple vacated).
- As it was identified that plots were due to become available, emails were sent to the next 6 names on the Allotment waiting list, requesting an updated status.

Cllr Knights proposed:

- Tenant of Plot 10B (half plot) is moved to Plot 1C (quarter plot) at request of tenant.
- Plot 10B is allocated to new tenant from the waiting list
- Plot 15A is allocated to new tenant from the waiting list
- Plot 1A (quarter) or Plot 13B (Half) allocated to new tenant from the waiting list
- There would be an induction meeting for each new tenant
- Site inspections would take place each month (by Cllr Mason) with an update to the next Parish Council meeting

The motions being proposed above by Cllr Knights, seconded by Cllr Mahoney, **IT WAS RESOLVED** unanimously to support the proposed changes to the allotments as stated.

There was a general discussion between the Councillors around a request to build a wooden structure for chippings to be delivered to the allotment site.

Following a discussion by Members, who were of the view that this request was for a minority of plot holders, the motion proposed by Cllr Lewis-Dalgarno, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to decline the request. However, members confirmed that they would consider requests in the future if a critical mass of plot holders expressed an interest in any projects of this type.

21/151 **To receive an update on how to make Rooksdown appear festive at Christmas 2021 and make appropriate decisions.**

Cllrs Knights & Hoare referred to 'Christmas in Rooksdown' Update.

The following events are currently being planned:

- Friday 26th November – Christmas Lights Switch On (including School Christmas Fayre)
- Saturday 18th & Sunday 19th December – Rooksdown Christmas Lights Trail
- Christmas Tree & Lights for the Estate

Members were mindful of the agreed budget for 2021/22 of £2200 for the total cost of Christmas Tree, lights and any other expense incurred in making Rooksdown festive.

Cllrs Knights & Hoare confirmed that a meeting of the Christmas Working Group should be convened at the earliest opportunity (to include Simon Bound representing the Community Association) to further discuss how to make Rooksdown festive within the available budget and the requirement to ensure that this was inclusive of every part of Rooksdown, with the reality that it was probably too late in 2021 to be planning anything other than the Christmas Tree and lights at the Community Centre but to begin planning for Christmas in 2022.

21/152 To plan the next edition of the Rooksdown Reporter and agree the content

Members agreed that the content of the Rooksdown Reporter was dependant on the outcome of item 21/151 – how to make Rooksdown appear festive at Christmas and would be concluded in a future meeting of the Christmas Working Group.

21/153 Chairman’s correspondence

The Chairman explained that an email on behalf of John Martin at the school had been sent to the Clerk regarding the installation of the acoustic fence where he was suggesting that the school were now happy to commit school funds to the fence, looking for a donation from the Parish Council.

The Chairman suggested he would add it as an agenda item for the next Parish Council meeting and look back over previous meetings to see what had previously been agreed.

21/154 Interim Clerk’s correspondence

None

21/155 Chairman to close meeting

Meeting closed at 22.30

Appendix 1



HR Committee Terms of Reference

V1.0 – Approved by RPC 27.9.21

Purpose

The purpose of the HR Committee (HRC) is to act in a fair and transparent manner on behalf of Rooksdown Parish Council (RPC) in matters concerning human resources, including but not limited to:

- Employment and staffing
- Health and safety
- Training of staff and members

These Terms of Reference are subject to approval by RPC.

Membership

Members are appointed by RPC.

At its meeting on 26 July 2021 the council appointed the following as members:

- Cllr Jessica Lewis-Dalgarno (Chair)
- Cllr Paul Mahoney (Vice Chair)
- Cllr Scott Mason
- Cllr Douglas How

Members are appointed until the next Annual Meeting of the Council. If necessary, RPC will from time to time appoint additional or substitute members to the committee.

At its meeting on 27 September 2021 the council appointed Cllr Jessica Lewis-Dalgarno as Chair and Cllr Paul Mahoney as Vice Chair.

Chair

The committee shall elect a chair annually at the first meeting of the committee after the Annual Parish Council meeting unless RPC has already elected a chair at the Annual Parish Council Meeting.

The committee may choose to elect a vice-chair as required.

Meetings

Meetings will be held as deemed necessary by the members of the HRC or by RPC, subject to RPC's Standing Orders. They will be advertised as required by law and will be open to press and public.

Quorum

The quorum for the committee shall be 3 members (including substitutes if appointed).

Minutes

The Clerk will take and distribute minutes. If the Clerk is not present for a particular item a member of the committee shall take the minutes and pass them to the Clerk for distribution.

Minutes will be approved at the next meeting of the HRC, or submitted to RPC for approval if no meeting of the HRC shall be scheduled within 9 weeks of the meeting to which the minutes refer. If not already approved and published, draft minutes shall be published within 1 month¹ of the meeting to which they refer.

Reporting

The chair of the committee or other designated representative shall report proceedings to the next RPC meeting as required.

Scope

The HRC shall have delegated powers to decide on all matters relating to Human Resources including:

- Expenditure of amounts up to the budget agreed for such matters up to a maximum of £5000
- Staff appraisals and performance review
- Staff salary reviews
- Approval of staff overtime and holidays (unless otherwise delegated by RPC)
- Determining employment policies and procedures including:
 - Employment contracts
 - Job descriptions
 - Dignity at Work Policy
 - Disciplinary Policy
 - Equality Policy
 - Grievance Policy
 - Health and Safety Policy
 - Safeguarding Policy
- Training of staff and members
- Recruiting staff (end to end process, including appointment)
- Dealing with staff grievance and disciplinary matters
- Managing long-term sickness

and such other specific matters as shall be decided by RPC.

¹ As required by the Transparency Code 2014

Appendix 2



Allotment Committee Terms of Reference

V1.0 Approved by RPC – 27.9.21

Purpose

The purpose of the Allotments Committee (AC) is to act on behalf of Rooksdown Parish Council (RPC) in matters concerning the use and maintenance of the allotments owned and/or managed by RPC.

These Terms of Reference are subject to approval by RPC.

Membership

Members are appointed by RPC. At its meeting on 26 July 2021 the council appointed the following as members:

- Cllr Scott Mason
- Cllr Paul Mahoney
- Cllr David Knights
- Cllr Doug How

Members are appointed until the next Annual Meeting of the Council. If necessary, RPC will from time to time appoint additional or substitute members to the committee.

Chairman

Cllr Mason was appointed to be the Chairman by RPC at its meeting on 27 September 2021.

Meetings

Meetings will be held as deemed necessary by the members of the AC or by RPC, subject to RPC's Standing Orders. They will be advertised as required by law and will be open to press and public.

Quorum

The quorum for the committee shall be as set by Standing Orders, ie half the number of members or 3 members (including substitutes if appointed), whichever shall be greater.

Minutes

The Clerk will take and distribute minutes. If the Clerk is not present another member of the committee shall take the minutes.

Minutes will be approved at the next meeting of the AC or submitted to RPC for approval if no meeting of the AC shall be scheduled within 9 weeks of the meeting to which the minutes refer. If not already approved and published, draft minutes shall be published within 5 weeks of the meeting to which they refer.

Reporting

The chairman of the committee or other designated representative shall report proceedings to the next RPC meeting.

Scope

The AC shall have delegated 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.

and such other specific matters as shall be decided by RPC.