

## ROOKSDOWN PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)  
HELD at the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN  
on 24 May 2021 at 1930**

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

**Clerk:**

Martin Whittaker

**In attendance:**

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

**Action**

- 21/77 **Signing of Acceptance of Office**  
The motion being proposed by Cllr Mahoney, seconded Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to permit Cllr How's Acceptance of Office to be signed before the next meeting.
- 21/78 **Election of Chairman and Vice-chairman of the council**  
The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to elect Cllr Mahoney as Chairman.  
The motion being proposed by Cllr Mahoney, seconded Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to elect Cllr How as Vice-chairman.
- 21/79 **To receive and accept apologies for absence**  
Cllr How sent his apologies, as he had a prior engagement that could not be moved when the date of the meeting was changed.  
The motion being proposed by Cllr Mahoney, seconded Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to accept these apologies.  
Apologies were also received from Arun Mummalaneni, the newly-elected Hampshire County Councillor.
- 21/80 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**  
None.
- 21/81 **To approve the minutes of the Rooksdown Parish Council meeting of 26 April**  
The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the minutes, which were signed by the Chairman.

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

The motion being proposed by Cllr Mahoney, seconded Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to delegate as follows:

1. Clerk to have authority to spend up to £50 a month on stationery and other essential items for the effective running of the council.
2. Clerk to have authority to approve gates and fences on the allotments.
3. Additional tasks for the handyman may be authorised by the Clerk in consultation with the Chairman or Vice-chairman.

21/83 **Review and adoption of appropriate standing orders and financial regulations**

The motion being proposed by Cllr Mahoney, seconded Cllr Woods, **IT WAS RESOLVED** unanimously to approve the Standing Orders and Financial Regulations.

21/84 **Confirmation of arrangements for insurance cover in respect of all insurable risks**

The motion being proposed by Cllr Mahoney, seconded Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to confirm the arrangement of insurance with Came & Co, noting that this was the last year of a 3-year arrangement.

The Clerk confirmed that the insurance applied to the council's assets as per the Asset Register approved in July 2020.

21/85 **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to set meetings for

June 28  
July 26  
September 27  
October 25  
November 22  
January 24 2022  
February 28  
March 28  
April 25  
May 23

All meetings would be at Rooksdown Community Centre unless this was unavailable.

21/86 **To invite members of the public to address the meeting (up to 15 minutes in total)**

Cllr Bound and Cllr Ganesh, newly elected for the new Borough ward of Sherborne St John and Rooksdown introduced themselves. There would now be 3 councillors looking after the interests of Rooksdown, the third being Tristan Robinson.

21/87 **Confirmation of payments to be made during the year without further authorisation under clause 5.6 of the Financial Regulations**

The motion being proposed by Cllr Mahoney, seconded Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to adopt these arrangements for the following payments:

- Clerk's salary
- PAYE
- Phone
- Office rent
- Hall hire
- Handyman

21/88 **To approve payments**

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

Date	Description	Supplier	Amount
19/5/21	Phone bill	giffgaff	6.00
27/5/21	May Salary	M Whittaker	800.00
24/5/21	Salary balance	M Whittaker	16.94
24/5/21	Insurance	Came and Co	703.77
24/5/21	LCPD HR service	HALC	192.00
24/5/21	Office rent	RCA outward	15.00
24/5/21	Handyman	RCA outward	830.00
24/5/21	Mow and strim April	Goslings Garden and Fencing Services	187.20
24/5/21	Correction of Inv 11811	Goslings Garden and Fencing Services	66.98

Cllr Mahoney agreed to authorise the payments.

**Mahoney**

21/89 **To note current bank reconciliations**

The reconciliations were examined by Cllr Mahoney and duly noted by the council, with the following reconciled balances as of 30 April:

- Treasurers Account £25,314.03
- Business Bank Instant Account £103,011.72

21/90 **To appoint Full Signatories for the bank accounts**

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to appoint the following signatories:

- Lloyds - as this account was being phased out the existing signatories would be retained: Cllrs Mahoney, How, Mason and Lewis-Dalgarno
- Unity - Cllrs Mahoney, How, Mason, Lewis-Dalgarno and Woods

**Clerk**

Opening a deposit account would be left until the appointment of a new Clerk.

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

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

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

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

3. Applications not on the agenda

The following applications was received between the date of the agenda and the meeting, for which the closing date was before the next meeting:

[21/01354/HSE](#) | Erection of detached home office/garden room (part retrospective) | 45 Basswood Drive Basingstoke RG24 9SW

As far as can be determined from the drawings, the height at the eaves is 2.85m and to the skylight is 3.1m. This compares to the PDR limit of 2.5m for a property within 2m of the boundary.

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to object on the grounds that the building is too tall for its position on the boundary between this and the neighbouring property.

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

The Clerk was asked to provide contact details of those who had previously expressed an interest in becoming councillors to the Chairman who would contact them to invite them to apply for co-option. He was also asked to advertise on social media for other candidates.

**Clerk**

- 21/93 **To consider arrangements for the Annual Parish Meeting**  
The motion being proposed by Cllr Mahoney, seconded Cllr Woods, **IT WAS RESOLVED** unanimously to set the date of the Annual Parish Meeting as 1 June.
- 21/94 **To review content of the Rooksdown Reporter**  
The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to assign a budget of £1000 for the next edition.
- 21/95 **Clerk's correspondence**  
The Clerk in consultation with Cllr How had made representations to the hospital about providing litter bins in the smoking areas outside the main entrance. Cllr Bound asked for correspondence to be copied to him so he could check the situation with the Lands Trust.  
The Clerk in consultation with Cllr How had been attempting to find out who was responsible for maintaining the overgrown hedge on the north side of the roundabout in Peggs Way. It now appeared that Taylor Wimpey were responsible.
- 21/96 **Chairman to close meeting**  
Meeting closed at 2035.

**Clerk**