



MINUTES OF AN ORDINARY MEETING at ROOKSDOWN COMMUNITY CENTRE  
on Tuesday 29<sup>th</sup> March 2022 at 7.30pm

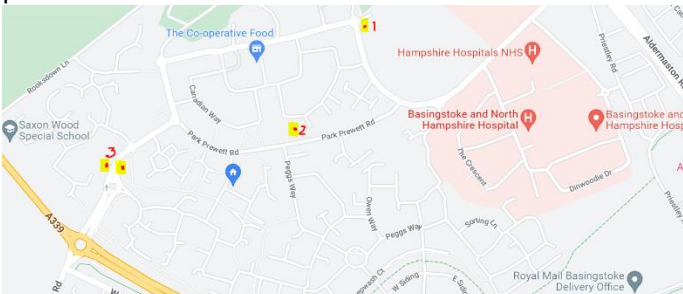
|                               | In Attendance | Apologies | Absent |
|-------------------------------|---------------|-----------|--------|
| Cllr Paul Mahoney (Chair)     | ✓             |           |        |
| Cllr Douglas How (Vice-chair) | ✓             |           |        |
| Cllr Jessica Lewis-Dalgarno   | ✓             |           |        |
| Cllr Scott Mason              | ✓             |           |        |
| Cllr Gaynor Woods             | ✓             |           |        |
| Cllr David Knights            | ✓             |           |        |
| Cllr Sarah Hoare              |               | ✓         |        |

In attendance: No members of the public, County Councillor Mummalaneni (left at 8pm), Borough Councillors Bound and Ganesh, Tracy Hamer taking the minutes. The meeting was chaired by Cllr Mahoney.

| Agenda Item | Issue   | Action             |
|-------------|---|--------------------|
| 22/38       | <b>To receive and accept apologies for absence.</b><br>Cllr Sarah Hoare (due to family bereavement)<br><i>Proposed by Cllr Mahoney and seconded by Cllr Knights.</i>  |                    |
| 22/39       | <b>To receive and note any disclosable pecuniary interests for dispensation for items to be discussed on this agenda.</b><br>Nil.   |                    |
| 22/40       | <b>To sign as a correct record, the minutes of the meeting of Rooksdown Parish Council (RPC) held on 28<sup>th</sup> February 2022.</b><br>The Council <b>resolved</b> to unanimously agree the content of the minutes. The Chair signed the minutes.<br><i>Proposed by Cllr Knights and seconded by Cllr How.</i>  |                    |
| 22/41       | <b>Matters arising from items from previous meetings.</b><br>All items complete except: <ul style="list-style-type: none"> <li>• 20/12 Fencing – update from Gordon Wade has been circulated.</li> <li>• 20/64.1/20/116.1 Car parks – part of the handover of the southern public open space</li> <li>• 21/58, 21/68, 21/127 – revised banking arrangements with Unity Trust Bank – clerk to pursue</li> <li>• 21/170 – Skate Park Acoustic Fencing – clerk to organise a meeting with BDBC officers, school staff and RPC members</li> </ul> | Clerk<br><br>Clerk |
| 22/42       | <b>Public Participation Session.</b><br>Nil.  |                    |
| 22/43       | <b>To receive reports from:</b>   |                    |

|       |  |                              |
|-------|--|------------------------------|
|       | <ul style="list-style-type: none"> <li>• <b>Chair of Rooksdown Parish Council</b><br/>Cllr Mahoney confirmed the Clerk has received a handover of items and been shown key areas of interest around the parish including the allotments, skate park, noticeboards, Main Hall and Children’s Cemetery. It was suggested that at each of the next few meetings there should be a 15-minute bite size potted history session relating to an agreed subject. The next meeting will encompass an overview of the Main Hall.<br/><i>Cllr Knight thanked Cllr Mahoney for maintaining the clerk and RFO duties in the absence of an employed Clerk.</i></li> <li>• <b>Clerk to the Parish Council</b><br/>The Clerk confirmed that the new accounts software has been back-keyed to April 2021 in readiness for the end of year process.</li> <li>• <b>County Councillor Mummalaneni</b><br/>There was discussion regarding ongoing inconsiderate parking at the school, but a lack of complaints means that no enforcement is in place. The Parish Council will write to BDBC enforcement officers to request the installation of vertical lines on the kerb, which would prevent parking at any time. For full report please refer to Appendix 1.</li> <li>• <b>Borough Councillor Bound and Ganesh</b><br/>Cllr Bound confirmed that consultations regarding the new hospital site will begin this Summer and encouraged RPC to submit a response. There is no further update regarding adoption timetables.<br/>The application for the green buffer zone connected to the Bewley Homes development on land at Weybrook Park is expected soon.</li> <li>• <b>Rooksdown Community Association (RCA)</b><br/>See item 22/50.</li> <li>• <b>Police/PCSO/CSPO</b><br/>Nil.</li> </ul> | Clerk                        |
| 22/44 | <p><b>To note the current financial situation, bank reconciliations and end of year arrangements.</b></p> <p>The current financial situation and bank reconciliation was <b>reconciled</b>, and the bank statements noted with the current balance of £30,316.28 and £103,020.35 as of 28<sup>th</sup> February 2022 – see Appendix 2.</p> <p>The Clerk confirmed the Internal Audit will take place on Thursday 28<sup>th</sup> April.</p>  |                              |
| 22/45 | <p><b>To authorise requests for March payments.</b></p> <p>The Council <b>resolved</b> to approve the payments in Appendix 3 to these minutes.<br/><i>Proposed by Cllr How and seconded by Cllr Knights.</i></p>   |                              |
| 22/46 | <p><b>To confirm a date and arrangements for the RPC Annual Parish Meeting.</b></p> <p>It was agreed to hold the APM at <b>6pm on Wednesday 27<sup>th</sup> April</b>, prior to the meeting of the Full Council on the same date at 7.30pm. Cllr Mahoney will locate information boards from the previous APM and circulate. Reports will be provided from the Chair, allotments</p>   | All<br>councillors/<br>Clerk |

|       |   |                                 |
|-------|---|---------------------------------|
|       | update from Cllr Knights, finance update and a planning round up from the Clerk, as well as detail regarding the Jubilee Celebrations from Cllr Knights. The reports will be collated into a flyer to be distributed as required.   |                                 |
| 22/47 | <p><b>To discuss a response to the consultation regarding the permanent closure of Firvale Respite Unit.</b></p> <p>Changes to the unit mean the withdrawal of funds from HCC which pay for 2 beds. It was agreed to respond as follows, with views copied to County Cllr Mummalaneni:</p> <p><i>The removal of any service within the County brings many questions and the Parish Council understands that there is a fine balance between user need and financially supporting services but the reduction in any provision should be avoided where possible. We are unable to provide comment in respect of the alternative provision that has been put into place.</i></p>   | Cllr Knights                    |
| 22/48 | <p><b>To consider planning applications.</b></p> <p>Nil.</p>  |                                 |
| 22/49 | <p><b>To consider planning applications not on the agenda.</b></p> <p>Nil.</p>  |                                 |
| 22/50 | <p><b>To hear an update regarding the Queens Platinum Jubilee and agree next steps.</b></p> <p>Cllr Knights confirmed he will be meeting with RCA members to progress plans. Cllr Bound confirmed that the RCA would be submitting a joint grant application to BDBC on behalf of the RCA and RPC for the sum of £1,000.</p> <p>Queens Green Canopy - A County Councillor grant of £1,000 has also been confirmed to provision the purchase of 10 trees for the Queens Green Canopy. The Clerk will purchase 2 x A4 plaques from RBLI at a cost of £309.98.</p> <p>Cllr Knights and the Clerk will research the purchase and distribution of a commemorative item for children in the parish.</p> <p>It was unanimously <b>resolved</b> to increase the Queens Jubilee budget to a maximum spend of £5000 in total (excluding £1500 grant monies received) to fund Jubilee related expenditure.<br/><i>Proposed by Cllr Mahoney and seconded by Cllr Mason.</i></p> | Cllr Knight/<br>Clerk           |
| 22/51 | <p><b>To receive an update on the allotments.</b></p> <p>Cllr Knight reported that all plots are now allocated. Cllr Mahoney thanked Cllr Knight for his hard work to achieve this. A newsletter will be distributed asap to update tenants of responsibilities to maintain fencing and communal areas.</p> <p>Quotes will be sought to cost the maintenance of the current fencing, which is showing some level of wear and tear, as well as long terms plans to replace all fencing to higher quality stock fencing. The Clerk will organise three quotes.</p> <p>An estimate has been received to change the maintenance contract. This will amount to fortnightly grass cutting (15 cuts) plus monthly to 6 weekly strimming (6 strims) for the year at a cost of £1,425 plus VAT.</p>  | Clerk<br><br>Clerk<br><br>Clerk |

|       |  |  |
|-------|--|--|
|       | <p>It was unanimously <b>resolved</b> to agree to the above change in maintenance provision with immediate effect. Clerk to action.<br/><i>Proposed by Cllr Mahoney and seconded by Cllr Mason.</i></p>  |  |
| 22/52 | <p><b>To consider locations for positioning of silent soldiers.</b><br/>Cllr Lewis-Dalgarno suggested three potential locations for a permanent location as follows:</p>  <p>It was agreed a site visit will be organised to assess each location and to make an informed decision. The location of 2 temporary silhouettes will be dependent on the locale of the permanent version. The Clerk will progress the order of the silhouettes and research lighting and installation costs.</p> | Cllr Lewis-Dalgarno/<br>Clerk                  |
| 22/53 | <p><b>To consider the formation of a Rooksdown Parish Council Planning Committee and agree Terms of Reference.</b><br/>It was agreed to form a planning committee comprising the following members:<br/>Cllrs How (Chair), Mahoney and Knights.</p> <p>The Planning Committee Terms of Reference were circulated, reviewed and agreed.<br/><i>Proposed by Cllr Mahoney and seconded by Cllr How.</i></p> <p>The Clerk will circulate dates for planning training organised by HALC.</p>  | Cllrs How,<br>Mahoney and<br>Knights/<br>Clerk |
| 22/53 | <p><b>Chair's correspondence.</b><br/>Nil.</p>   |  |
| 22/54 | <p><b>Clerk's correspondence.</b><br/>Nil.</p>   |  |
| 22/56 | <p><b>To confirm the date of the next Parish Council Meeting as Wednesday 27<sup>th</sup> April 2022 at 7.30pm at The Parish Office.</b></p> <p><b>The Annual Parish Meeting will take place prior to this at 6pm.</b></p>   |  |
|       | <p>There being no further business, the meeting closed at 10pm.</p>  |  |

## **Appendix 1**

Hampshire County Councillor Update – March 2022

### **Highways Information:**

We were faced with considerable disruption this month because of Storm Eunice and then Storm Franklin. HCC Highways staff made a brilliant effort to keep routes open and clear any trees that did block our roads. Over 12,000 incidents were reported during the storm and the clear up continues. Debris and timber that is lying along the roads will be cleared in the coming weeks, please bear with us while that happens.

Our local community has proven in the last couple of years that when faced with adversity we all pull together, and the challenges Storm Eunice brought proved that once more.

Ringway North foot path tunnel connects Rooks down to Winklebury's flooding issue is under monitoring by HC bridges department. Drainage clearance has improved the situation but not resolved. HCC served notices to Squirrel Wood developers.

### **Reporting Highway Problems**

Links to report road issues are here: Potholes:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholesTree/hedge> problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedgeFlooding/drainage> issues:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/floodingPavement> problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/pavingProblems> with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

### **Secondary School Places –September 2022**

More than 98% of parents in Hampshire have been offered a place for their child, at one of their three preferred choices for a secondary school in September 2022. More than 92% have been offered a place at their first-choice school. Applicants were informed of the outcome of their application by letter or email on March 2nd. Pupils who did not secure a place at one of their chosen schools have been allocated a place at their catchment school or the next nearest available school. Parents have the right to appeal in these situations and their child's name will be added to the waiting list for their preferred schools. Places do become available owing to parents changing their mind, or families moving home. There's information about waiting lists and appeals on our website:

<https://www.hants.gov.uk/educationandlearning/admissions>

In total we received 14,982 applications by the deadline this year –that's an increase of 499 applications compared to September 2021 (14,483).

### **Traffic Enforcement Consultation**

HCC are consulting on enforcement of traffic restrictions at spots where there has been a proven problem. New measures to enforce traffic restrictions such as banned turns, yellow box markings at junctions and parking on school 'Keep Clear' markings –where they are frequently ignored –could be applied to some locations in Hampshire. We want your views on 10 proposed sites before we apply to take on these new powers. They have been proposed due to their Personal Injury Accident record (i.e., the number of recorded collisions at a site that have resulted in an injury), historical reports of poor compliance of the traffic rules in the area, and the potential for traffic congestion and delays. Please report any traffic incidents. This data will be used to include sites for future considerations.

### **New Community Grants launched by Hampshire County Council**

Hampshire County Council has launched a new round of grants ranging from £1,000 to £30,000 to help upgrade community buildings. HCC has released significant community grants to help local groups and parishes tackle climate change and improve resilience. These funds may be used to help reduce energy bills, LED light conversion, replace windows or install solar panels.

For further information visit : <https://www.hants.gov.uk/community/grants/grants-list/parish-town-council-investment-fund?fbclid=IwAR2MaXCXQIRMb3fp-y5Cib9dLFkvCvco-TIH9vYXqayl7a14qfp-XHkoROISupport>

### **For Ukraine**

I'm just a councilor, my influence is very much local and therefore what I think about what's transpiring in Ukraine matters little. What does matter is what I know to be right. That is how it is imperative that good people stand together against evil. That peace-loving people unite against aggression. That we must defend democracy and plurality in the face of extremism and discrimination. That most of all, you must always stand up to a bully. It is a very dark time indeed for Europe. A sad, awful one. It's also a time when we need to prepare, once more, to stand up to a bullying European dictatorship.

Humanitarian support for Ukraine I've been signposting residents to collection points for donations for Ukrainian refugees. For those who would prefer to offer financial support for those undertaking humanitarian efforts in Ukraine, these links might be of help:

#### **Humanitarian aid**

There are a number of organizations you can support in the humanitarian aid effort for Ukraine:

The British Red Cross, which has launched an appeal to raise funds for food, medical supplies, shelter and water <https://donate.redcross.org.uk/appeal/ukraine-crisis-appeal>

Ukrainian Red Cross <https://redcross.org.ua/en/donate/>

Doctors without borders whose base in Ukraine provides treatments for a range of regional diseases and medical problems <https://www.doctorswithoutborders.org/.../countries/ukraine>

The Association of Ukrainians in the UK have a centralized fund raiser and collection for items, including a warehouse in Ukraine <https://augb.co.uk/>

#### **EV charging points survey:**

HCC organizing a survey to understand the demand for electrical charging points. I strongly recommend parishes and residents to take part in this consultation.

<https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfuF0yGnB20OQGNmzUTqBAIhEELiAmg47BGEjRUOTgwQURRUDk2VIUzUkI4TThXQTU1NVMYTC4u>

#### **County Councilor Grant Scheme**

I am delighted to let you know that I have allocated all my budget for local groups in my division which includes a 1000/- GBP for Rooks down parish Queen's jubilee celebrations.

## Appendix 2

Date: 15/03/2022  
Time: 17:24

Rooksdown Parish Council

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**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 1 - Treasurers Account 02896349**

User: TRACY

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|---|-----------------------|------------------------------------|------------------|
| Treasurers Account 02896349               | 28/02/2021            |                                    | 30,316.28        |
|   |                       |                                    | <u>30,316.28</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                  |
|   |                       | 0.00                               |                  |
|   |                       |                                    | <u>0.00</u>      |
|   |                       |                                    | 30,316.28        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                  |
|   |                       | 0.00                               |                  |
|   |                       |                                    | <u>0.00</u>      |
|   |                       |                                    | 30,316.28        |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>30,316.28</b> |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Date: 15/03/2022  
Time: 17:25

Rooksdown Parish Council

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**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 2 - Business Account 06020499**

User: TRACY

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|---|-----------------------|------------------------------------|-------------------|
| Business Account 06020499                 | 28/02/2021            |                                    | 103,020.35        |
|   |                       |                                    | <u>103,020.35</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                   |
|   |                       | 0.00                               |                   |
|   |                       |                                    | <u>0.00</u>       |
|   |                       |                                    | 103,020.35        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                   |
|   |                       | 0.00                               |                   |
|   |                       |                                    | <u>0.00</u>       |
|   |                       |                                    | 103,020.35        |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>103,020.35</b> |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

### Appendix 3

| Voucher | Date       | Reference | Description           | Pay/Rcpt | Supplier ref. | Supplier / customer   | Account                | Amount | Payment        |
|---------|------------|-----------|-----------------------|----------|---------------|-----------------------|------------------------|--------|----------------|
| 811     | 09/03/2022 |           | Interest              | Receipt  |               | Lloyds Bank - receipt | Bank Interest          | 0.79   |                |
| 812     | 19/03/2022 | DD        | Mobile Phone          | Payment  |               | giffgaff              | Phone                  | 6.00   | 6.00           |
| 813     | 30/03/2022 | EP        | March Salary          | Payment  |               | Clerk                 | Salaries and allowance | 572.00 | 572.00         |
| 814     | 30/03/2022 | EP        | March Salary          | Payment  |               | HMRC                  | Salaries and allowance | 143.00 | 143.00         |
| 815     | 30/03/2022 | EP        | Advent Calendar/RCA   | Payment  | Inv 1471      | RCA                   | General Admin          | 300.00 | 300.00         |
| 816     | 30/03/2022 | EP        | Office Rent           | Payment  | Inv 1502      | RCA                   | General Admin          | 15.00  | 15.00          |
| 817     | 30/03/2022 | EP        | Handyman              | Payment  | Inv 1503      | RCA                   | Handyman               | 660.00 |                |
| 818     | 30/03/2022 | EP        | Room hire for meeting | Payment  | Inv 1491      | RCA                   | General Admin          | 30.00  |                |
| 819     | 30/03/2022 | EP        | Locum Clerk           | Payment  | Inv R01/21    | Locum Clerk           | Salaries and allowance | 168.60 | 168.60         |
| 820     | 30/03/2022 | EP        | Clerks Expenses       | Payment  | Inv 529841    | Web Hosting           | IT                     | 47.88  | 47.88          |
| 821     | 03/03/2022 | EP        | Replacement laptop    | Payment  |               | Currys PC World       | IT                     | 479.00 |                |
| 822     | 30/03/2022 | EP        | Councillor Expenses   | Payment  |               | Cllr Mahoney          | General Admin          | 16.70  |                |
|         |            |           |                       |          |               |                       |                        | 0.00   | 0.00           |
|         |            |           |                       |          |               |                       |                        |        | <b>2438.18</b> |