



To members of **ROOKSDOWN PARISH COUNCIL**:

YOU ARE HEREBY SUMMONED to attend the **ANNUAL GENERAL MEETING OF THE PARISH COUNCIL** to be held at Rooksdown Community Centre **at 7.30pm on Monday 23rd May 2022** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting and address the Parish Council during public participation only. Questions should be sent in advance to the Clerk by email.

Signed: *T. Hamer*

Tracy Hamer - Clerk & RFO for Rooksdown Parish Council

Issued: 18/05/22

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- 22/84 **To elect a Chair for the coming municipal year and sign Acceptance of Office form.**
- 22/85 **To elect a Vice Chair for the coming municipal year and sign Acceptance of Office form.**
- 22/86 **To sign Members Interest Forms in the presence of the Clerk.**
- 22/87 **To receive and accept apologies for absence.**
- 22/88 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed on this agenda.**
- 22/89 **To sign as a correct record, the minutes of the meeting of the Full Council held on 25th April 2022.**
- 22/90 **To confirm dates and location of Rooksdown Parish Council Meetings Year Ending March 2023.**
- 22/91 **To discuss matters arising from the minutes.**
- All items complete except:
- 20/12 Fencing – update provided by Gordon Wade circulated
 - 20/64.1, 20/116.1 Car parks – part of the handover of the Southern Public Open Space
 - 21/58, 21/68, 21/127 – revised banking arrangements with Unity Trust Bank – to be pursued once a new clerk is in place
 - 21/170 - Skate Park Acoustic Fencing – update
 - 22/51 – Clerk to progress estimates for allotment fencing
- 22/92 **To invite members of the public to address the meeting – 15 minutes.**
- 22/93 **To receive reports from:**
- Chairman of Rooksdown Parish Council
 - Clerk to the Parish Council
 - County Councillor
 - Borough Councillor
 - Rooksdown Community Association (RCA)
 - Police/PCSO/CSPO
- 22/94 **To note the current financial situation and bank reconciliations.**
- 22/95 **To authorise requests for May payments.**

- 22/96 **To review and formally note findings following the Internal Audit dated 11th May 2022.**
- 22/97 **To approve Page 4 of the 2021/22 AGAR – Section 1 Annual Governance Statement.**
- 22/98 **To review and approve the end of year accounts and the Annual Governance and Accountability Return 2021/22.**
- 22/99 **Review of delegation arrangements to committees, sub-committees, staff and other local authorities**
- 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.
- 22/100 **Confirmation of payments to be made during the year without further authorisation under clause 5.6 of the Financial Regulations.**
- Clerk's salary and PAYE
 - Phone
 - Office rent
 - Hall hire
 - Handyman
- 22/101 **Review of the Council's and/or Staff subscriptions to other bodies**
- RCA office facilities agreement
- 22/102 **Appointment of Committees and review of Terms of Reference**
- To renew/refresh the Allotment, HR and Planning Committees
- 22/103 **To review and approved the following RPC policies and statutory documents:**
- RPC Risk Register
 - RPC Asset Register
 - RPC Standing Orders
 - RPC Financial Regulations
- 22/104 **Consultations – Nil.**
- 22/105 **To consider planning applications:**
- 22/01125/HSE – 21 Barron Place, RG24 9JS**
Conversion of garage to living space - [LINK](#)
- 22/01091/HSE – 14 Vitellius Gardens, RG24 9SG**
Conversion of garage to living additional space - [LINK](#)
- 22/106 **Applications not on the agenda**
- For applications received between the date of this agenda and the meeting.
- 22/107 **To hear an update regarding the Queens Platinum Jubilee at Rooksdown.**
- 22/108 **To receive an update on the Allotments.**
- 22/109 **Chairman's correspondence.**
- 22/110 **Clerk's correspondence.**

- 22/111 **To confirm the date of the next Parish Council Meeting –
Monday 27th June 2022 at 7.30pm.**
- 22/112 **Chairman to close meeting.**

Attachments may be found on the council website under [Council Documents/Agendas](#) – scan this code for direct link - or obtained by email using the address below.



**MINUTES OF AN ORDINARY MEETING
at ROOKSDOWN COMMUNITY CENTRE on Monday 25th April 2022 at 8pm**

	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.
Tracy Hamer taking the minutes. The meeting was chaired by Cllr Mahoney.

Agenda Item	Issue	Action
22/66	To receive and accept apologies for absence. Cllr Sarah Hoare (due to family bereavement) <i>Proposed by Cllr Mahoney and seconded by Cllr How.</i>	
22/67	To receive and note any disclosable pecuniary interests for dispensation for items to be discussed on this agenda. Cllr Mahoney declared an interest in item 22/73 (6) as Chairman of HALC.	
22/68	To sign as a correct record, the minutes of the meeting of Rooksdown Parish Council (RPC) held on 29th March 2022. The Council resolved to unanimously agree the content of the minutes. The Chair signed the minutes. <i>Proposed by Cllr Mahoney and seconded by Cllr How.</i>	
22/69	Matters arising from items from previous meetings. All items complete except: <ul style="list-style-type: none"> • 20/12 Fencing – update from Gordon Wade has been circulated. • 20/64.1/20/116.1 Car parks – part of the handover of the southern public open space • 21/58, 21/68, 21/127 – revised banking arrangements with Unity Trust Bank – clerk to pursue • 21/170 – Skate Park Acoustic Fencing – clerk to organise a meeting with BDBC officers, school staff and RPC members. Awaiting response from BDBC. • 22/52 – Silent Soldiers - Cllr Lewis-Dalgarno to organise date for walkabout to confirm locations. 	Clerk Clerk Cllr Lewis-Dalgarno

22/70	Public Participation Session. Nil.	
22/71	To receive reports from: <ul style="list-style-type: none"> • Chair of Rooksdown Parish Council Nil. • Clerk to the Parish Council The Clerk confirmed that the date of the Internal Audit has been changed to Wednesday 11th May. • County Councillor Mummalaneni See Appendix 1. • Borough Councillor Bound and Ganesh Nil. • Rooksdown Community Association (RCA) Nil. • Police/PCSO/CSPO Nil. 	
22/72	To note the current financial situation and bank reconciliations. The current financial situation and bank reconciliation was reconciled , and the bank statements noted with the current balance of £27,836.96 and £103,021.14 as of 31 st March 2022 – see Appendix 2.	
22/73	To authorise requests for April payments. The Council resolved to approve the payments in Appendix 2 to these minutes. <i>Proposed by Cllr How and seconded by Cllr Knights.</i>	
22/74	To approve Page 4 of the 2021/22 AGAR – section 1 Annual Governance Statement. The Council resolved to formally approve the Annual Governance Statement. <i>Proposed by Cllr Mahoney and seconded by Cllr Knights.</i>	
22/75	To discuss a response to the National Highways Statutory Consultation. The Council resolved to decline from commenting on this consultation. <i>Proposed by Cllr Mahoney and seconded by Cllr Mason.</i>	
22/76	To consider planning applications. 21/01473/FUL – Unit 2, Greenlands Road, RG24 9RD <i>Change of use of ground floor unit to mixed use Class A1/A3/A5 to allow hot food takeaway. Installation of duct to west and south elevations and internal alterations.</i> It was unanimously resolved that the Parish Council support the application. <i>Proposed by Cllr Lewis-Dalgarno and seconded by Cllr Mason.</i> HCC/2022/0194 - Castle Hill Primary School, Park Prewett Road, RG24 9XA <i>Single storey extension to the existing kitchen, including relocation of</i>	

	<p><i>an existing adjacent footpath. Closing date for comments extended to 3/5/22.</i></p> <p>It was unanimously resolved that the Parish Council have no objection to the application. <i>Proposed by Cllr Lewis-Dalgarno and seconded by Cllr Knights.</i></p>	
22/77	<p>To consider planning applications not on the agenda. Nil.</p>	
22/78	<p>To hear an update regarding the Queens Platinum Jubilee and agree next steps. Cllr Knights updated members following a meeting with RCA and confirmed the following for the picnic on Sunday 5th June, 11am – 3pm.</p> <ul style="list-style-type: none"> • Balloon modelling • Bouncy castle • Face painting • Slushies and sweet cones • Rounders and football <p>The above activities will be free to those attending. There will be a small charge to residents for fairground rides which have also been booked.</p> <p>It was agreed that the poster will be amended to mention the day is to promote a free family event sponsored by RPC and RCA.</p> <p>A hard copy mailer/newsletter will be produced encompassing the reports from the APM as well as promoting the Jubilee event and other RPC activities. Content is to be agreed by Friday 30th April and the Clerk will liaise with an external supplier to artwork and print the mailer/poster – totalling 3500 copies.</p> <p>Cllr Knight to progress the ordering of commemorative memorabilia.</p>	Cllr Knight/Clerk
22/79	<p>To receive an update on the allotments. The Clerk is to progress the fencing quotes. A further emailed newsletter is planned for May, followed by the skip amnesty. The Clerk to cost.</p>	Clerk
22/80	<p>Chair's correspondence. Nil.</p>	
22/81	<p>Clerk's correspondence. Nil.</p>	Clerk
22/82	<p>To confirm the date of the next Parish Council Meeting as Wednesday 23rd May 2022 at 7.30pm at The Parish Office.</p>	
22/83	<p>Chairman to close the meeting.</p>	
	<p>There being no further business, the meeting closed at 9.10pm.</p>	

Appendix 1

Hampshire County Council - Annual Parish Meeting Report 2022

Facts and Figures Hampshire's population is 1,389,200 (2020) the third most populous county in England (85% is rural and 15% urban). Hampshire CC maintains 5400 miles of roads, 4300 miles pavements, 150,000 streetlights, 474 maintained schools for 138,000 pupils, 52 academy schools for 38,000 pupils, 10 residential homes for children and young people, 18 Older Persons Care Homes, 24 Household Waste Centres and 5 Country Parks. 4.8 million books, e-books and magazines are loaned each year. The proportion of household waste sent to landfill has decreased since 2011/12 (from 8% to 4%). 96% of all Hampshire waste is either recycled, reused, composted or sent for energy recovery. The waste sent to energy recovery produces sufficient energy to power 50,000 homes.

Budget HCC approves £2.4 billion spending on local services in 2022/2023

Plans for the next financial year focus on the county's ongoing work following the pandemic, support for vulnerable children and adults, investment in Hampshire's roads and infrastructure to support economic recovery, as well as climate change mitigation.

The annual council tax charge for a Band D property will be £1,390.86 – an increase of £0.78 per week, equating to 2.99%, of which 1% is for adults' social care. The budget includes £556.2 million of capital expenditure over the next three years to boost jobs, the quality of the environment and to tackle climate change.

The proposed capital program includes: · £109 million in new and extended school buildings to ensure there is a school place for every child in Hampshire · £136 million for structural maintenance and improvement of roads and bridges in Hampshire over the next three years · £109 million for integrated transport schemes including over £50 million specifically focused on walking and cycling improvements · £95 million for major improvement of school and other County Council buildings and land holdings over the next three years following the £33 million for decarbonisation schemes covering solar PV, single to double glazing window replacements, transition from oil to gas and the implementation of heating controls that took place in 2021-2022

Climate Change Hampshire County Council has been taking active steps to ensure Hampshire is resilient to the impacts of a 2% rise in average temperature and in mitigating further changes through carbon reduction measures. HCC's own emissions have reduced by more than 43%, with more than a 50% reduction by 2025 and carbon neutrality by 2050. <https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange>

Councillor Grants This year I have supported a wide range of local causes across the Division with grants amounting to £8000.

APRIL MONTH REPORT

DIY Waste Charges Consultation:

Fees to recycle household DIY waste at council-run sites in England could be banned under new government plans to tackle fly-tipping, with a public consultation opened to consider whether the service should be free. I encourage parish and residents to take part in this important survey.

[Consultation on preventing charges for DIY waste at household waste recycling centres and call for evidence on booking systems at household waste recycling centres - Defra - Citizen Space](#)

The County Council will be promoting this consultation on social media and please do forward this email onto interested residents and local stakeholders.

[Have your say | Hampshire County Council \(hants.gov.uk\)](#)

A summary below that might be helpful to circulate.

Help shape Hampshire's new Local Transport Plan

Plan (LTP4) aims to support the county's economic prosperity, decarbonise the transport system, and help people in Hampshire live healthy lives.

The LTP4 will define the future of travel and transport in Hampshire to 2050. If adopted, it would guide the County Council's transport and travel infrastructure planning and design in favour of improving travel choices for people by transforming and widening the appeal of walking, cycling and use of public transport.

The plan proposes transformational changes which:

- Shift away from planning for vehicles, towards planning for people and places
- Reduce reliance on private car travel
- Support economic development and regeneration
- Meet national priorities to decarbonise the transport system
- Promote active lifestyles

The consultation runs until 26 June 2022 and people can take part at: <https://www.hants.gov.uk/localtransportplan>

Subject to the results of the consultation the new Local Transport Plan is expected to be adopted by early 2023.

The County Council will be promoting this consultation on social media and please do forward this email onto interested residents and local stakeholders.

[Have your say | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

Homes for Ukraine – Local Response

I've been contacted by many people asking for information about how the Homes for Ukraine scheme is working and most importantly how home checks are being arranged. I've attended a briefing by Hampshire County Council which I hope helps in providing some clarity around how the system will work.

The Council does not have a role in matching hosts with Ukrainian refugees. That is being organised entirely through non-governmental organisations.

Home checks are being carried out by the County Council. They are only being carried out once Ukrainian refugees have arrived with their hosts. They are NOT being carried out ahead of time. The reason for this is that the checks need to reflect the needs of those using the accommodation and of course those needs aren't known until people have arrived.

The County Council will contact the host once they have been advised Ukrainian refugees have arrived at the host accommodation.

Everyone over 16 in the host family or household will have to complete a DBS check. This applies even if the Ukrainian refugees being hosted are living in separate annexes or holiday accommodation. This process will be started at the time of the first visit.

Hampshire education are ready to accept all Ukrainian children arriving in the County into our local schools. Education Rules (for example impact on class sizes) will be waived for refugee children where necessary.

The information being received from Government about who the refugees are and when they are arriving with hosts is incomplete and sometimes unclear. So do please forgive HCC if they contact you thinking someone has arrived when they are not yet with you. Similarly. If you do not hear from HCC within a couple of working days of refugees arriving please contact the HCC team, their website is at <https://www.hants.gov.uk/ukraine>

So far I understand 45 families and 9 individuals are in Hampshire. Over 800 hosts have also been registered across the county with the numbers growing daily.

Support for residents struggling with cost-of-living increases

The combination of inflation and substantial increases in utility costs are causing hardship and worry for many families.

For those worried about the impact of the increased energy price cap on your bills? The Environment Centre (tEC) have a freephone advice line for trusted advice about energy use, your bills, and staying warm in your home.

0800 804 8601 or find out more: <https://environmentcentre.com>

Hampshire County Council have also awarded over £197,000 in Community Grants to projects that will support vulnerable households with food, utilities and other essentials. Our Community Grants are awarded through our #connect4communities programme, which is funded by Department for Work and Pensions - DWP from its Household Support Fund.

The latest grant awards will support 13 projects in total, including:

Schools assisting with food and utility costs, clothing and other basic essentials.

Charities providing food, utility vouchers, warm clothing, bedding and hygiene products.

Additional funding for Community Centres providing toiletries and discretionary funding for white goods.

Additional funding for the 'Safe and Well' home visits programme - a Hampshire and Isle of Wight Fire And Rescue Service initiative to help vulnerable householders heat their homes safely and efficiently.

Vouchers for Citizen's Advice to support households at risk of food or fuel poverty. To find out more, see <https://www.hants.gov.uk/News/11032022connectgrants>

Appendix 2

Date: 04/04/2022

Rooksdown Parish Council

Page 1

Time: 16:42

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022		27,836.96
			<u>27,836.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,836.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,836.96
		Balance per Cash Book is :-	27,836.96
		Difference is :-	0.00

Date: 04/04/2022

Rooksdown Parish Council

Page 1

Time: 16:42

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022		103,021.14
			<u>103,021.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,021.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,021.14
		Balance per Cash Book is :-	103,021.14
		Difference is :-	0.00

Appendix 3

Voucher	Date	Reference	Description	Pay/Rcpt	Supplier ref.	Supplier / customer	Account	Amount	Payment
1	11/04/2022		Interest	Receipt		Lloyds Bank - receipt	Bank Interest	0.93	
2	04/04/2022	EP	Silent Soldiers	Payment	Ref 61996	RBLI	Misc	1,000.00	
3	04/04/2022	EP	Queens Green Canopy plaque	Payment	Ref 61997	RBLI	Misc	309.98	
4	19/04/2022	DD	Mobile Phone	Payment		giffgaff	Phone	6.00	6.00
5	26/04/2022	EP	April Salary	Payment		Clerk	Salaries and allowance	572.00	572.00
6	26/04/2022	EP	HALC Annual Fees	Payment	Inv 4945	HALC	Subscriptions	963.91	963.91
7	26/04/2022	EP	Accounts package	Payment	Inv 29416	RBS Rialtas	IT Support	300.00	300.00
8	26/04/2022	EP	Office Rent	Payment	Inv 1519	RCA	General Admin	15.00	15.00
9	26/04/2022	EP	Handyman	Payment	Inv 1520	RCA	Handyman	640.00	
10	26/04/2022	EP	Room hire for meeting	Payment	Inv 1509	RCA	General Admin	30.00	
11	26/04/2022	EP	Payroll Fees	Payment	Inv 2130	DM Payroll Services	Payroll Services	120.00	168.60
12	26/04/2022	EP	Allotments maintenance	Payment	Inv 12552	Goslings	Allotments	243.60	47.88
13	26/04/2022	EP	Allotments maintenance	Payment	Inv 1470	Premier Grounds	Allotments	114.00	
								0.00	0.00
									3004.51

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Agenda Item 22/90 – To confirm dates and location of RPC meetings year ending March 2023

All meetings will be held at Rooksdown Community Centre, commencing 7.30pm.

MAY 23 2022	2022 Annual General Meeting
JUNE 27 2022	Full Council Sign off End of Year AGAR
JULY 25 2022	Full Council with focus on Quarter 1 spend against budget
AUGUST	NO MEETING
SEPTEMBER 26 2022	Full Council
OCTOBER 24 2022	Full Council with focus on Quarter 2 spend against budget ~ Forward budget planning for Year End 2024
NOVEMBER 28 2022	Full Council Forward budget planning for Year End 2024
DECEMBER 19 2022	Full Council Budget & Precept Setting
JANUARY 23 2023	Full Council with focus on Quarter 3 spend against budget
FEBRUARY 27 2023	Full Council
MARCH 27 2023	Full Council
APRIL 24 2023	Full Council and Annual Parish Meeting

**Bank Reconciliation Statement as at 30/04/2022
for Cashbook 1 - Treasurers Account 02896349**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers Account 02896349	30/04/2022		23,405.77
			<hr/> 23,405.77
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			23,405.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			23,405.77
		Balance per Cash Book is :-	23,405.77
		Difference is :-	0.00

Time: 13:36

Bank Reconciliation up to 30/04/2022 for Cashbook No 1 - Treasurers Account 02896349

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/04/2022	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	Royal British Legion Ind
04/04/2022	BACS	309.98		309.98		R <input type="checkbox"/>	Royal British Legion Ind
19/04/2022	DD	6.00		6.00		R <input type="checkbox"/>	giffgaff
25/04/2022			29.10	29.10		R <input type="checkbox"/>	Receipt(s) Banked
26/04/2022	BACS	120.00		120.00		R <input type="checkbox"/>	DM Payroll Services Ltd
26/04/2022	BACS	243.60		243.60		R <input type="checkbox"/>	Goslings Garden Services Ltd
26/04/2022	BACS	963.91		963.91		R <input type="checkbox"/>	Hampshire ALC
26/04/2022	BACS	572.00		572.00		R <input type="checkbox"/>	Tracy Hamer
26/04/2022	BACS	114.00		114.00		R <input type="checkbox"/>	Premier Grounds & Garden Maint
26/04/2022	BACS	640.00		640.00		R <input type="checkbox"/>	Rooksdown Community Ass
26/04/2022	BACS	15.00		15.00		R <input type="checkbox"/>	Rooksdown Community Ass
26/04/2022	BACS	30.00		30.00		R <input type="checkbox"/>	Rooksdown Community Ass
26/04/2022	BACS	445.80		445.80		R <input type="checkbox"/>	Rialtas
		<u>4,460.29</u>	<u>29.10</u>				

**Bank Reconciliation Statement as at 30/04/2022
for Cashbook 2 - Business Account 06020499**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Account 06020499	30/04/2022		103,022.07
			<hr/> 103,022.07
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			103,022.07
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			103,022.07
		Balance per Cash Book is :-	103,022.07
		Difference is :-	0.00

Time: 13:37

Bank Reconciliation up to 30/04/2022 for Cashbook No 2 - Business Account 06020499

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
25/04/2022			0.93	0.93		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>0.93</u>				

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Rooksdown Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/05/2022

and recorded as minute reference:

22/97

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.rooksdwn.org.uk

Section 2 – Accounting Statements 2021/22 for

Rooksdown Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	85,558	107,688	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	33,943	36,184	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	29,421	8,377	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	13,748	3,770	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	27,486	17,621	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	107,688	130,858	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	107,688	130,858	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	24,483	24,483	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Rooksdawn Parish Council - Financial Risk Register

For Approval 23/5/22
Approved May 2022

Income		Risk					Residual risk			
Topic	Risk Description	Risk		Risk	Mitigation	Action	Internal Audit checks	Residual risk		
		Likelihood	Impact					Likelihood	Impact	Risk
Precept	Not submitted	1	2	2	Call finance WG meeting in Dec	Diary	24 months	1	2	2
	Not paid by DC	1	1	1	Check & Report To PC	Diary	24 months	1	1	1
	Adequacy of precept	1	2	2	Monthly review of budget to actual	Diary	12 months	1	2	2
Grants – Lottery	Claims procedure	1	1	1	Clerk/RFO check quarterly		12 months	1	1	1
	Receipt of grant when due	1	1	1	Check & Report to PC	Diary	12 months	1	1	1
Grants – District	Claims procedure	1	1	1	Clerk/RFO check quarterly		12 months	1	1	1
	Receipt of grant when due	1	1	1	Check & Report to PC	Diary	12 months	1	1	1
Events	Cash collection issues	NA	NA		No cash received			NA	NA	
	Cash transport issues	NA	NA					NA	NA	
	Cash counting issues	NA	NA					NA	NA	
	Cash banking issues	NA	NA					NA	NA	

Expenditure										
Salaries	Wrong salary paid	1	2	2	Check to minute	Member verify	12 months	1	2	2
	Wrong hours paid	1	2	2	Check to timesheet/contract	Member verify	12 months	1	2	2
	Wrong rate pay	1	2	2	Check to contract	Member verify	12 months	1	2	2
	False employee	1	3	3	Check to PAYE Records & lists	Member verify	12 months	1	3	3
	Wrong deductions – NI	1	2	2	Check to PAYE Calcs	Member verify	12 months	1	2	2
	Wrong deductions – PAYE	1	2	2	Check to PAYE Calcs	Member verify	12 months	1	2	2
Direct Costs and overhead expenses	Goods not supplied	2	2	4	Order system	Member verify	12 months	1	2	2
	Invoice incorrectly calculated	1	1	1	Check payment against invoice	Approval check	12 months	1	1	1
	Bank payment is excessive	2	2	4	Check payment against invoice	Member verify	12 months	1	2	2
	Bank payment to wrong party	2	2	4	Check payment against invoice	Member verify	12 months	1	2	2
	Stock loss	NA	NA		No stock held			NA	NA	
Cllrs Allowances	Cllr overpaid	NA	NA		No allowances paid			NA	NA	
	Income tax deduction	NA	NA		No allowances paid			NA	NA	
Grants & support	Power to pay	2	2	4	Minute power	RFO verify	12 months	1	2	2
	Agreement of Council to pay	1	1	1	Minute	Member verify	12 months	1	1	1
	Conditions agreed	1	1	1	Use reasonable conditions	RFO check	12 months	1	1	1
	Follow up verification	1	2	2	RFO check and consider budget	RFO verify	12 months	1	2	2
Election Costs	Invoice at agreed rate	1	1	1	RFO check and consider budget	RFO verify	Whenever	1	1	1
VAT irrecoverable	VAT analysis	1	2	2	Use finance system	RFO verify	12 months	1	2	2
	Charged on sales	NA	NA					NA	NA	

	Charged on purchases	1	2	2	Use finance system	RFO verify	12 months	1	2	2
	Partial exemption applies?	NA	NA					NA	NA	
	Claimed within time limits	1	2	2	Agree returns submitted	RFO verify	12 months	1	2	2
Reserves - General	Adequacy	1	3	3	Consider at Budget setting	RFO opinion 3 year plan	12 months 24 months	1	3	3
Reserves – Earmarked	Adequacy	1	3	3	Consider at Budget and Final a/cs	RFO opinion	12 months	1	3	3
	Earmarked or Contingent liability	1	1	1	Review minutes with Chair Fin Comm	RFO/member view	12 months	1	1	1
Assets	Loss, Damage etc	1	2	2	Annual inspection, update insurance		24 months	1	2	2
	Risk or damage to third party property or individuals	1	3	3	Review adequacy of Public Liability	Diary	12 months	1	3	3
Staff	Loss of key personnel (Clerk)	1	2	2	Hours, health, stress, training mangt.	Personnel Comm.	24 months	1	2	2
		1	2	2	Long term sickness, early departure			1	2	2
	Fraud by staff	1	3	3	Fidelity Guarantee value	Council	12 months	1	3	3
Loss	Consequential loss due to critical damage or third party performance	1	1	1	Insurance cover review adequacy	Diary	12 months	1	1	1
Cash	Loss through theft or dishonesty	1	2	2	Insurance cover review ensure adequacy of Fidelity guarantee	Diary	12 months	1	2	2
Maintenance	Poor performance of assets or amenities loss of income or performance	1	2	2	Annual maintenance inspection	Diary	12 months	1	2	2
Borrowing/lending	Adequacy of finances to be able to repay loans	2	2	4	Financial review and cashflow	Diary	12 months	1	2	2
Legal Powers	Illegal activity or payment	1	3	3	Educate Council as to their legal powers	Diary	24 months	1	3	3
Financial Records	Inadequate records	1	2	2	RFO/clerk check quarterly + regular internal audit	Diary	12 months	1	2	2
Minutes	Accurate and legal	1	2	2	Review at following meeting	Diary	12 months	1	2	2
Members interests	Conflict of interest not detected/declared	2	2	4	Update declarations of interest Check agenda for interests	Diary	12 months	1	2	2

Action levels:

Take no action	1-2
Keep an eye on	3-5
Consider (further) mitigation	6-9

ROOKSDOWN PARISH COUNCIL - ASSET REGISTER - May 2022

July 2020

v1.2

ITEM	Date acquired	Purchase price	Insurance value at purch price	Insurance value May 2020	Location	Notes
OFFICE EQUIPMENT						
Laptop Computer	Dec-17	200	200	215	Office	Inc in std ins.
Printer	Apr-16	149	149	160	Office	Inc in std ins.
Monitor/keyboard/mouse	Jan-18	145	145	156	Office	Inc in std ins.
SUB TOTAL		494	494	531		
LAND AND BUILDINGS						
Allotments	May-19	1	1	1	Merton Rise	Nominal value
Allotment fence & gates	May-19	1	34,800	34,800	Merton Rise	Sureveyed value
SUB TOTAL		2	34,801	34,801		
STREET FURNITURE						
Benches X 2 (£564 ea)	Pre 2010	1,128	1,128	1,505	Mill Road open space	See note 1
Grit Bins	Pre 2010	150	-	-	Gillies Drive - Green	See note 1
Grit Bins	Pre 2010	150	-	-	Nightingale Gardens -Green	See note 1
Grit Bins	Pre 2010	150	-	-	Northbrook Crescent - Green	See note 1
Grit Bins	Pre 2010	150	-	-	Pumphouse Way - Green	See note 1
Grit Bins	Pre 2010	150	-	-	Sorting Lane/Pennyblack Lane - Green	See note 1
Grit Bins	Pre 2010	150	-	-	Mill Road nr Notice board - Green	See note 1
Grit Bins	Pre 2010	150	-	-	Moths Grace/Crondall Terrace- Green	See note 1
Grit Bins	Pre 2010	150	-	-	Peggy Way Green	See note 1
Grit Bins	Pre 2010	150	-	-	Comm Centre Roundabout - Yellow	See note 1
Grit Bins	Pre 2010	150	-	-	Basswood Drive - Yellow	See note 1
Grit Bins	Pre 2010	150	-	-	Sorting Lane - Yellow	See note 1
Grit Bins	Pre 2010	150	-	-	Parcel Drive - Yellow	See note 1
Grit Bins	Pre 2010	150	-	-	Vespasian Gardens- Yellow	See note 1
Grit Bins x 2	Pre 2010	300	-	-	Saxon Wood School - Yellow	See notes 1,2
Grit Bins	Pre 2010	150	-	-	Merton Rise - Yellow	See note 1
Grit bins x3 (£50ea)	Jan-18	150	-	-	Various - Green	See note 1
Grit bins x2 (£51.50ea)	Nov-18	103	-	-	Merton Rise - Yellow	See note 1
Notice board	Pre 2010	1,278	1,278	1,505	Mill Road	See note 3
Notice board	Pre 2010	1,278	1,278	1,505	Park Prewett Road	
Notice board	Pre 2010	1,278	1,278	1,505	Mill Road store	See note 3
Notice board	Mar-16	1,278	1,278	1,505	Gillies Drive	
Notice board	Mar-16	1,278	1,278	1,505	Park Prewett Road	
Notice board	Mar-16	1,278	1,278	1,505	Peggs Way	
Notice board	Mar-16	1,278	1,278	1,505	Storage	
Bus shelter		6,520				
SUB TOTAL		19,247	10,074	12,040		
GATES AND FENCES						
Orange Event fencing	2014	540	540	580	Community Centre Store	
SUB TOTAL		540	540	580		
OUTSIDE EQUIPMENT						
Speed Camera	Dec-15	2,700	2,700	3,108	Within Rooksdown	On lampost
Defibrillator and cabinet	Jan-20	1,500	1,500	1,538	Community Centre Wall	
SUB TOTAL		4,200	4,200	4,646		
TOTAL		24,483	50,109	52,598		

Notes:

- The grit bins at Items have not been insured as their current unit cost is around £50. The policy excess is £125, rendering their insurance uneconomical.
- The grit bin located at Saxon wood school is on long term loan to the School, held securely within their premises. The unit cost does not merit insurance.
- [For historical note] The notice board on Mill Road is owned by RPC; the one on Mill Road lock-up store is owned by RCA - who purchased it.
- Minor items not included above are (i) bolt cutters (ii) surveyors tape measure.

Rooksdown Parish Council
Rooksdown Community Centre
Park Prewett Road
Rooksdown
Basingstoke
Hampshire
RG24 9XA

Our Ref: 22/01091/HSE

25 April 2022

Dear Sir/Madam,

Location: 14 Vitellius Gardens Basingstoke Hampshire RG24 9SG
Proposal: Conversion of garage to additional living space.
Grid Ref: 461338, 153777

Please be advised that the above application for Householder Permission was registered on 12 April 2022. I would be grateful to receive any observations which you may have.

Copies of any plans or documents are on line:

<http://planning.basingstoke.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RA6SOSCRI1W00>

Please respond to this consultation **by** 16 May 2022. If a response is not received within this time period it will be assumed that you do not wish to raise objection or have any comments to make on the proposal.

Please note that your comments on the planning application will be available to view on line. You are therefore reminded to omit any sensitive or confidential information; remove any personal information (such as signatures); and do not use personal email addresses when submitting your response.

If responding by e-mail please do so to planning.comments@basingstoke.gov.uk. quoting the application reference number and site address.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Townsend'.

Planning and Development Manager

PUBLIC PARTICIPATION SCHEME PARISH COUNCIL WISHING TO SPEAK

Location: 14 Vitellius Gardens Basingstoke Hampshire RG24 9SG
Proposal: Conversion of garage to additional living space.
Application: Householder Permission
Our Ref: 22/01091/HSE

I confirm that I would like the opportunity to address the meeting in the event of the above mentioned application being reported to Committee.

Parish Name _____

Address _____

Telephone no _____

Email address _____

Signed _____

Please return to:
Mrs Jane Watson
Planning, Environment & Transport
Basingstoke & Deane Borough Council
Civic Offices
London Road
Basingstoke Hampshire RG21 4AH

or Fax on: 01256 845200
or Email: development.control@basingstoke.gov.uk

Rooksdown Parish Council
Rooksdown Community Centre
Park Prewett Road
Rooksdown
Basingstoke
Hampshire
RG24 9XA

Our Ref: 22/01125/HSE

25 April 2022

Dear Sir/Madam,

Location: 21 Barron Place Basingstoke Hampshire RG24 9JS
Proposal: Conversion of garage to living accommodation
Grid Ref: 461039, 153842

Please be advised that the above application for Householder Permission was registered on 14 April 2022. I would be grateful to receive any observations which you may have.

Copies of any plans or documents are on line:

<http://planning.basingstoke.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RAC28SCR0AQ00>

Please respond to this consultation **by** 16 May 2022. If a response is not received within this time period it will be assumed that you do not wish to raise objection or have any comments to make on the proposal.

Please note that your comments on the planning application will be available to view on line. You are therefore reminded to omit any sensitive or confidential information; remove any personal information (such as signatures); and do not use personal email addresses when submitting your response.

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Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Townsend'.

Planning and Development Manager

PUBLIC PARTICIPATION SCHEME PARISH COUNCIL WISHING TO SPEAK

Location: 21 Barron Place Basingstoke Hampshire RG24 9JS
Proposal: Conversion of garage to living accommodation
Application: Householder Permission
Our Ref: 22/01125/HSE

I confirm that I would like the opportunity to address the meeting in the event of the above mentioned application being reported to Committee.

Parish Name _____

Address _____

Telephone no _____

Email address _____

Signed _____

Please return to:
Mrs Jane Watson
Planning, Environment & Transport
Basingstoke & Deane Borough Council
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London Road
Basingstoke Hampshire RG21 4AH

or Fax on: 01256 845200
or Email: development.control@basingstoke.gov.uk