



**MINUTES OF AN ORDINARY MEETING OF ROOKSDOWN PARISH COUNCIL  
at ROOKSDOWN COMMUNITY CENTRE on Monday 5<sup>th</sup> September 2022 at 7.30pm - DRAFT**

	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 Ebenezer Nortey	✓		
Cllr Nsima Udoh	✓		
Wayne Aylott (Parish Clerk)	✓		

In attendance for 22/173 only – Catherine Daly, Principal Landscape Architect – BDBC. No members of the public were in attendance.

**22/157 To receive and accept apologies for absence.**

Apologies had been received from Cllr Woods (due to holiday).

The motion being proposed by Cllr Mahoney, seconded by Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to accept the apologies.

**22/158 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed on this agenda.**

Cllr Mahoney declared an interest in item 22/163 – payment of expenses

**22/159 To sign as a correct record, the minutes of the meeting of the Full Council Meeting held on 25<sup>th</sup> July 2022.**

The **motion** being proposed by Cllr Mahoney, seconded by Cllr Lewis-Dalgarno **IT WAS RESOLVED** unanimously to agree the content of the minutes.

The Chair signed the minutes.

**22/160 To discuss matters arising from the minutes.**

All items complete except:

- 20/12 Fencing – correspondence log circulated

**Update** - Gordon Wade had provided an update on 1/9/22 advising that procurement have confirmed that this is scheduled to go live for tender on 6 September. SM commented that if the cost of raw material is still fluctuating significantly, wood could be a suitable alternative.

- 20/64.1, 20/116.1 Car parks – part of the handover of the Southern Public Open Space (POS)

**Update** - This forms part of the handover of the Southern POS. No progress since the last meeting, with no end date currently in sight.

- 21/58, 21/68, 21/127 – revised banking arrangements with Unity Trust Bank – to be pursued once a new clerk is in place

- Update** – this is to be reviewed now that a new clerk is in situ. **WA**
- 22/51 – Allotment fencing – DK to progress estimates for allotment fencing - just waiting on a third quote to be able to progress
- Update** – DK to progress estimates for allotment fencing – obtaining a third quote. **DK**
- 22/52 – Silent Soldiers – JLD to progress location with Adrian Morgan/Paul Johnston (BDBC)
- Update** – JL-D explained that she is still trying to establish who the owner of the specific piece of land where the main Silhouette is to be installed. JLD will send WA an email with her latest correspondence – he will attempt to progress. Unlikely to be installed before end of the year. **WA**
- 22/120 – DK to co-ordinate a meeting between BDBC and DWH regarding the playparks in the new development
- Update** – the playparks are still not officially open. Discussions are ongoing.
- 22/124 – DK to set up a data base of historic planning applications in Rooksdown, being mindful of data protection information
- Update** – Database going back to the beginning of Rooksdown has been obtained by PM. DK to progress with WA. **DK/WA**
- 22/126 – NU to complete the BDBC Register of Members’ Interest form
- Update** – NU confirmed he would update his form immediately. **NU**
- 22/128, 22/150 – Follow up with Mark Littlefield (BDBC) regarding the new allotment site in the Barratt new build of Rooksdown.
- Update** – still ongoing. See 22/170 below. **DK/WA**
- 22/130 –
    - DH to explore with Cllr Ganesh the options for a conservation group and how the parish council might support
- Update** – DH to contact Cllr Ganesh and will provide an update in future meetings **DH**
- EN to explore options for gym equipment, including sponsorship (match funding) and Lottery Funding
- Update** – still ongoing. EN will provide an update in future meetings **EN**
- JL-D to explore ways to work with the RCA in order to collaborate on projects for amenities, specifically the idea of a community café.
- Update** – still ongoing. JLD will provide an update in future meetings. **JLD**
- 22/161 **To invite members of the public to address the meeting – 15 minutes.**  
None.
- 22/162 **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 balances of £35,081.47 and £103,862.95 as of 31 July 2022 – see **Appendix 2**.  
Cllr Knights and Cllr Lewis-Dalgarno signed the statements and reconciliation forms.
- 22/163 **To authorise requests for August payments.**  
The Council **resolved** to approve the payments in **Appendix 2** to these minutes.

Proposed by Cllr Knights and seconded by Cllr Lewis-Dalgarno.

22/164 **To consider the application of a Bank Business Debit Card for the Parish Council.**

PM advised that the Financial Regulations state: *6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.*

The motion being proposed by Cllr Mahoney, seconded by Cllr How, **IT WAS RESOLVED** to approve the Bank Business Debit Card for the Parish Council to be ordered and issued to the Clerk of the Council.

The Council approved the Bank's resolutions as per below.

**5 Club, Charity or Society resolution**

Please read the information in Section 2 headed Personal and Business Information and Lloyds Banking Group, which explains how we will process your personal and business data and your rights in this respect.

Please complete this section unless your account authority already gives authorised signatories the authority to apply for the issue of Business Debit Cards. Your Business Manager will advise you about this.

If you are applying for an additional user then you do not need to complete this section.

At a meeting of the \*  
**FULL PARISH COUNCIL MEETING** (Officers)

Or \*  
**ROOKSDOWN PARISH COUNCIL** (Organisation)

Held on \*  
**0 5 / 0 9 / 2 0 2 2**

It was resolved:

1 That the Business apply to Lloyds Bank plc or Lloyds Bank Corporate Markets plc (as appropriate) ("the Bank") for the issue of Business Debit Cards to authorised users as determined by the Business from time to time. The cards to be subject to the Business Debit Card Terms and Conditions, a copy of which was produced to the meeting and approved.

2 That \*  
 Any one officer  Any two officers

from time to time are authorised to request the Bank to issue Business Debit Cards to certain authorised and are authorised to sign the application form and any other relevant documentation on behalf of the Organisation.

3 That the Bank is authorised to debit the Organisation's account number that is specified in the application form for the Business Debit Cards with all transactions effected under such Business Debit Cards together with any interest thereon and with any fees for the issue and renewal of such Business Debit Cards and that the Organisation will be responsible for any overdraft so created with interest.

4 The Organisation acknowledges that the authorised users will be able to access information about the Organisation's account when using a Business Debit Cards at an ATM, and consents to this disclosure.

5 These resolutions will be governed by and construed in accordance with the law of the country in which our accounts with the Bank are held.

6 We certify that the foregoing resolutions have been duly entered in the minute book and are in accordance with the Rules of the Organisation.

Your signature \*  
Date and Time signed:

Second signature (if applicable)  
Date and Time signed:

Cllr Mahoney and Cllr How signed the Bank Mandate for the Bank Business Debit Card.

22/165 **To consider a grant application from Victim Support.**

The Council agreed to the grant application of £100.

Proposed by Cllr Mason and seconded by Cllr Lewis-Dalgarno.

22/166 **Consultations.**

Nil

22/167 **To consider planning applications:**

**21/01313/CC3 – Saxon Wood School, RG24 9NH**

Variation of approved site layout.

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

The Clerk was requested by the Council to contact the County Councillor Arun Mummalaneni to request details of any consultation that had taken place with the residents, given that the Parish Council had previously supported the change of traffic control into and out of Rooksdown Lane and what action is going to be taken to address the increased traffic which will now travel via Baron Place, through Rooksdown.

**WA**

**22/02044/HSE – 12 Highpath Way, RG24 9SU**

Conversion of garage to living accommodation.

The motion being proposed by Cllr Lewis-Dalgarno, seconded by Cllr Mahoney, **IT WAS RESOLVED** unanimously to offer no objection but the Clerk was asked to respond to Basingstoke Planning to explain that the Parish Council were disappointed that the work appears to have been completed before the Parish Council or any resident had had the opportunity to make comments. The permanent loss of a parking was also noted.

**22/01631/RET – 19 Balsan Close, RG24 9SY**

Erection of outbuilding (Part Retrospective).

The motion being proposed by Cllr Lewis-Dalgarno, seconded by Cllr Mahoney, **IT WAS RESOLVED** unanimously to object to the planning application for the following reasons:

- (i) The Parish Council noted that the original planning application (19/01173/HSE) for the business located at the address had conditions attached and at least one appeared to have been breached; This matter was to be referred to BDBC for consideration.
- (ii) The Parish Council were concerned that the erection of the outbuilding had already been completed before the Parish Council or any neighbours had had the opportunity to make comments.
- (iii) The Parish Council were concerned with the material detriment to the street scene and character of the area.

The Clerk was requested by the Council to invite Cllr Jay Ganesh to a future Parish Council meeting to provide a presentation of the end-to-end planning process in Basingstoke including the process of enforcement. This presentation would be advertised so residents would be able to attend & ask questions.

**WA**

Also, the clerk confirmed that a full review of the Parish Council social media presence would be concluded by the end of the year.

**WA**

The Parish Council noted that planning application **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 and south elevations and internal alterations. Unit 2, Greenlands Road Basingstoke Hampshire RG24 9RD] which had been called in to Basingstoke Development Control Committee on 12/8 had been refused. The Clerk was asked by the Council to contact the Borough Councillors to understand next steps.

**WA**

**22/168 Applications not on the agenda.**

None

**22/169 Exclusion of Press and Public.**

To, in accordance with the Public Bodies (Admission to Meetings) Act 1960, exclude the public and press for a discussion of staff matters where publicity might be prejudicial to the special nature of the business. The motion being proposed by Cllr Jessica Lewis-Dalgarno, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to so close the meeting to the public.

**22/170 To receive an update on the Allotments and make appropriate decisions.**

DK advised that he and WA had undertaken a site inspection of the allotments on 2 September. Overall, they were in a very good state with just 2 plots where contact was again to be made with the owners for a plan of how they intend to improve the situation in line with their tenancy agreement.

**WA/DK**

To be reviewed in the next Parish Council meeting as to whether there has been improvement or eviction of tenant should be pursued.

WA advised that he is trying to arrange a site meeting with Mark Littlefield (BDBC) and Tom Purcell (Barratt Homes) to discuss handover to the council of the allotment site in the Barratt new build of Rooksdown.

DK advised that the allotments are 100% occupied and there are 25 residents on the waiting list.

**22/171 To plan the next edition of the Rooksdown Reporter.**

JLD advised that the next edition of the Rooksdown Reporter will be published in October. A meeting has been scheduled with the printer along with EN, PM and WA, on 9<sup>th</sup> September to plan for this publication.

**22/172 To discuss how to make Rooksdown appear festive Winter 2022.**

**Christmas Decorations and Lights** – DK explained that a quote had been received from The Christmas Decorators.

**IT WAS RESOLVED** to order a 15ft Christmas tree and warm white twinkling lights, to be located at the Community Centre at a cost of £1,100 per year. The cost is for a 3-year contract, including installation, removal and storage. **DK**

Proposed by Cllr Knights and seconded by Cllr Lewis-Dalgarno.

DK advised that the **Christmas Event** will take place on Saturday 26<sup>th</sup> November, 1pm to 4pm at the Community Centre. This will be a joint event with the Rooksdown Community Association. DK will produce a detailed report on this for the next Parish Council meeting. **DK**

**22/173 To discuss the Rooksdown Masterplan and make appropriate decisions.**

Following a meeting with CD at BDBC on 14/7/22, attended by PM and EN and subsequent discussions at the Parish Council meeting on 25/7/22, PM invited CD to come and speak to the Parish Council.

- CD advised that the purpose of the masterplan had been to draw together aspirations that the community, the parish ward members and BDBC had for the park given that it was going to be the main open space in Rooksdown.
- CD advised schemes within the masterplan which have been delivered include footpath links, avenue trees, furniture and the Skate Park.
- CD advised that delivery of the remaining elements on the masterplan will be dependent on suitable budgets becoming available, either via S106 developer contributions (as part of their planning obligations), or other capital budgets.
- JLD shared resident feedback from the Jubilee Weekend, and this included requests for a multi-use games area, gym equipment and accessible equipment for residents with mobility needs.
- PM advised that he has been trying to establish any additional S106 contributions that are due to be paid to the council by developers in Rooksdown.
- PM asked CD to review a S106 spreadsheet he had recently received from the BDBC finance department.
- CD confirmed that she will review the spreadsheet with the BDBC finance team and provide a breakdown of S106 contributions due to the council. WA will report on this at the next Parish Council meeting.
- CD advised that she would be happy to start discussions on 2023/24 project spend.
- JLD said that any play areas that are developed should be fully inclusive.

**CD/WA**

- PM thanked CD for attending the meeting and she left.

**22/174 To discuss arrangements for Councillor Training.**

It was agreed that Cllrs Knights, Lewis-Dalgarno, Nortey and Udoh would be booked on the Hampshire Association of Local Councils course, Local Council Finance for Councillors on Tuesday 11<sup>th</sup> October. **WA**

**22/175 To discuss Customer and Communities and Improvement Fund (CCIF) – South Western Railway. WA**

It was agreed that the Clerk would contact South Western Railway to obtain additional information on the CCIF.

**22/176 Chairmans correspondence.**

The Chair explained he had received notice of an incident involving a resident who tripped on a block paving pedestrian crossing at the junction of the Cycleway on the outskirts of Trumpet Junction. The Chair carried out an initial investigation and has passed the details of this potential health and safety issue onto Cllr Arun Mummalaneni.

**22/177 Clerk's correspondence.**

The Clerk advised that Mulberry & Co have confirmed that the letter of engagement for the annual Parish Council audit will be issued soon.

The Parish Council has received notification from Premier Grounds Maintenance, who are responsible for grass cutting at the allotments, that their prices may be increasing.

**22/178 To confirm the date of the next Parish Council Meeting as Monday 25<sup>th</sup> September at 7.30pm.**

**22/179 Chairman to close meeting.**

The Chairman closed the meeting at 22.10.

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.



## APPENDIX 2

### Payments

Description	Payment	Invoice	Account	Amount
Room hire for PC meeting	Payment	1570	Hall Hire	30.00
Office Rent	Payment	1573	General Admin	15.00
Handyman	Payment	1574	Handyman	340.00
Allotments grass cutting	Payment	1627	Allotments	228.00
Allotments grass cutting	Payment	1677	Allotments	228.00
August salary	Payment		Salaries & Allowance	750.00
Defibrillator electrode pads	Payment	S254834	Repairs & Maintenance	55.08
Expenses	Payment		Clerks Expenses	44.83
Expenses	Payment		General Admin	36.99
ICO – licence renewal	Payment		General Admin	35.00
				<b>1,762.90</b>

**APPENDIX 2 CONT'D**

Date: 18/08/2022  
Time: 12:09

**Rooksdwn Parish Council**

Page 1

**Bank Reconciliation Statement as at 31/07/2022  
for Cashbook 1 - Treasurers Account 02896349**

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Treasurers Account 02896349	31/07/2022		35,081.47
			<u>35,081.47</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			35,081.47
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			35,081.47
		<b>Balance per Cash Book is :-</b>	<b>35,081.47</b>
		<b>Difference is :-</b>	<b>0.00</b>



Date: 10/08/2022  
Time: 15:38

**Rooksdwn Parish Council**

Page 1

**Bank Reconciliation up to 31/07/2022 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>
26/06/2022	BACS	144.00		144.00		R <input checked="" type="checkbox"/>	Hampshire ALC
26/06/2022	BACS	-144.00		-144.00		R <input checked="" type="checkbox"/>	Hampshire ALC
26/07/2022	BACS	144.00		144.00		R <input checked="" type="checkbox"/>	Hampshire ALC
26/07/2022	BACS	30.00		30.00		R <input checked="" type="checkbox"/>	Rooksdwn Community Ass
26/07/2022	BACS	15.00		15.00		R <input checked="" type="checkbox"/>	Rooksdwn Community Ass
26/07/2022	BACS	310.00		310.00		R <input checked="" type="checkbox"/>	Rooksdwn Community Ass
26/07/2022	BACS	540.00		540.00		R <input checked="" type="checkbox"/>	Rooksdwn Community Ass
		<u>1,039.00</u>	<u>0.00</u>				



APPENDIX 2 CONT'D

Date: 10/08/2022  
Time: 15:39

**Rooksdown Parish Council**  
**Bank Reconciliation Statement as at 31/07/2022**  
**for Cashbook 2 - Business Account 06020499**

Page 1  
User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Account 06020499	31/07/2022		103,862.95
			<u>103,862.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,862.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,862.95
		<b>Balance per Cash Book is :-</b>	<b>103,862.95</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 10/08/2022  
Time: 15:40

**Rooksdown Parish Council**

Page 1

**Bank Reconciliation up to 31/07/2022 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>
11/07/2022			0.91	0.91		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>0.91</u>				

**Bank Reconciliation Statement as at 06/09/2022  
for Cashbook 1 - Treasurers Account 02896349**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Treasurers Account 02896349	31/07/2022		33,343.57
			<u>33,343.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			33,343.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			33,343.57
		<b>Balance per Cash Book is :-</b>	<b>33,343.57</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 09:59

**Bank Reconciliation up to 06/09/2022 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>Clear</u>	<u>Payee Name or Description</u>
04/08/2022	DD	35.00		35.00		R <input type="checkbox"/>	ICO
12/08/2022	TRF		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
06/09/2022	BACS	36.99		36.99		R <input type="checkbox"/>	Paul Mahoney
06/09/2022	BACS	228.00		228.00		R <input type="checkbox"/>	Premier Grounds & Garden Maint
06/09/2022	BACS	228.00		228.00		R <input type="checkbox"/>	Premier Grounds & Garden Maint
06/09/2022	BACS	30.00		30.00		R <input type="checkbox"/>	Rooksdown Community Ass
06/09/2022	BACS	15.00		15.00		R <input type="checkbox"/>	Rooksdown Community Ass
06/09/2022	BACS	340.00		340.00		R <input type="checkbox"/>	Rooksdown Community Ass
06/09/2022	BACS	750.00		750.00		R <input type="checkbox"/>	Wayne Aylott
06/09/2022	BACS	44.83		44.83		R <input type="checkbox"/>	Wayne Aylott
06/09/2022	BACS	55.08		55.08		R <input type="checkbox"/>	WEL Medical
		<u>1,762.90</u>	<u>25.00</u>				

**Bank Reconciliation Statement as at 09/09/2022  
for Cashbook 2 - Business Account 06020499**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Account 06020499	09/09/2022		104,736.79
			<u>104,736.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			104,736.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			104,736.79
		<b>Balance per Cash Book is :-</b>	<b>104,736.79</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 10:21

**Bank Reconciliation up to 09/09/2022 for Cashbook No 2 - Business Account 06020499**

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<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Clear</u>	<u>Payee Name or Description</u>
09/08/2022			3.44	3.44		R <input type="checkbox"/>	Receipt(s) Banked
23/08/2022	VAT Refund		865.97	865.97		R <input type="checkbox"/>	Receipt(s) Banked
09/09/2022			4.43	4.43		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>873.84</u>				



## **Item – 22/194 – To receive an update on revised banking arrangements with Unity Trust Bank and make appropriate decisions.**

v1.0 20<sup>th</sup> September 2022

### **1 Background**

In April 2021 there was a recommendation from a previous Parish Clerk [Item 21-68] to move all Parish Council banking arrangements from Lloyds Bank to Unity Trust Bank.

This recommendation was based on issues the Clerk had experienced with Lloyds Bank and his personal positive experience in dealing with Unity Trust Bank.

The Clerk had based his recommendation on a few examples which he had experienced that had frustrated him.

The Clerk tendered his resignation straight after this recommendation and the account opening formalities at Unity Trust Bank. The item has been outstanding ever since.

**As of today's date, the Parish Council maintains bank account facilities solely with Lloyds Bank.**

### **2 Since April 2021**

Rooksdown Parish Council have not experienced any issues in our dealings with Lloyds Bank or with the management of our bank accounts over the last 18 months since the original recommendation to move the accounts.

All queries or requests have been dealt with in an efficient and timely manner.

Amendments have been made to the signatories to the Bank Account and an application for a debit card for the clerk is in progress.

### **3 Recommendation**

Given the limited number of transactions and non-complex nature of its banking, RPC to maintains its bank accounts with Lloyds Bank.

The Unity Trust Bank application (which has not yet been progressed) to be cancelled.

The Clerk to maintain a log of any issues experienced, together the actions taken by the Bank to resolve, and any compensation paid and to highlight to the Parish Council in the month following the issue.

All current councillors are to be added to be signatories to the Bank Account and to have facilities to load / authorise payments in line with RPC Financial Regulations.

Wayne Aylott

**Clerk and RFO**