

MINUTES OF AN ORDINARY MEETING OF ROOKSDOWN PARISH COUNCIL - DRAFT
at ROOKSDOWN COMMUNITY CENTRE on Monday 26th September 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 Ebenezer Nortey		✓	
CLlr Nsima Udoh	✓		
Wayne Aylott (Parish Clerk)	✓		

In attendance: No members of the public. County Councillor Mummalaneni, Borough Councillors Bound and Ganesh, PCSO Emma Page.

22/180 To receive and accept apologies for absence.

Apologies had been received from CLlr Mahoney (holiday), CLlr Woods (unable to attend) and CLlr Nortey (illness).

In CLlr Mahoney's absence, CLlr How chaired the meeting.

The motion being proposed by CLlr How, seconded by CLlr Mason, **IT WAS RESOLVED** unanimously to accept the apologies.

22/181 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed on this agenda.

None.

22/182 To sign as a correct record, the minutes of the meeting of the Full Council Meeting held on 5th September 2022.

The **motion** being proposed by CLlr Knights, seconded by CLlr Mason **IT WAS RESOLVED** unanimously to agree the content of the minutes.

The Chair signed the minutes.

22/183 To discuss matters arising from the minutes.

All items complete except:

- 20/12 Fencing – correspondence log circulated

Update – No further update since Gordon Wade advised on 1/9/22 that BDBC procurement have confirmed that this is scheduled to go live for tender on 6 September.

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.

- 22/51 – Allotment fencing – DK to progress estimates for allotment fencing - just waiting on a third quote to be able to progress

Update – DK advised that a third quote has now been received. Details of all quotes will be circulated in advance of the next meeting **DK**

- 22/52 – Silent Soldiers – JLD to progress location with Adrian Morgan/Paul Johnston (BDBC)

Update – JLD explained that we are still trying to establish who the owner of the specific piece of land where the main Silhouette is to be installed. WA advised that he has made contact with Homes England but has not received a response from them. There was a discussion regarding whether, in the short term whilst land ownership was being pursued, a temporary alternative site should be considered, at least for one of the moveable Silhouettes, with Parklands Hospital put forward as one such alternative. Cllrs were asked to submit suggestions within 7 days of the meeting. JG advised that the Project Completion Report (Monitoring Form) for the grant has not been returned to BDBC; JLD responded that she believed it had been sent but would check & resend if appropriate – she added that she has not been contacted by BDBC to chase for the report. **WA**

- 22/120 – DK to co-ordinate a meeting between BDBC and DWH regarding the playparks in the new development. **JLD**

Update – the playparks are still not officially open. Discussions are ongoing. WA offered to assist DK in bringing this matter to a close.

- 22/124 – DK to set up a data base of historic planning applications in Rooksdown, being mindful of data protection information **DK/WA**

Update – Database going back to the beginning of Rooksdown has been obtained by PM. DK to progress with WA.

- 22/130 –
 - DH to explore with Cllr Ganesh the options for a conservation group and how the Parish Council might support. **DH**

Update – DH advised that he is canvassing for volunteers for a conservation group. JLD suggested that he produce a column for the upcoming Rooksdown Reporter. JG has provided an update which is included later in the minutes.

- EN to explore options for gym equipment, including sponsorship (match funding) and Lottery Funding **EN**

Update – still ongoing. EN will provide an update in future meetings.

- JLD to explore ways to work with the RCA in order to collaborate on projects for amenities, specifically the idea of a community café. **JLD**

Update – still ongoing. JLD will provide an update in future meetings.

- 22/167 – Planning Application 21/01313/CC3 – Saxon Wood School – to receive an update from Cllr Arun Mummalaneni regarding details of any consultations that had taken place with the residents with regards to the change of traffic control and what action is going to be taken to address the increased traffic which will now travel via Baron Place, through Rooksdown.

Update – AM advised that in principle he is in support of providing extra places for these disadvantaged students. As far as this planning application is concerned, he visited the site and noted that the entrance is very narrow. AM said that he agrees with residents' concerns. The original planning application was before his tenure but having inherited this issue AM is happy to represent residents' concerns at HCC regulatory committee.

- 22/167 – to receive an update on whether Cllr Jay Ganesh can provide a presentation to the Parish Council of the end-to-end planning process in Basingstoke, including the process of enforcement.

Update – JG advised that he has been working with Council's Development Control to arrange a training session for all Parish Councils for a training session before Christmas. He will update the Parish as soon as he has more details.

JG

- 22/167 Planning Application 21/01473/FUL – Unit 2 Greenlands Road (hot food takeaway) refused by Basingstoke Development Control Committee – to receive an update on the next steps.

Update – SB advised that he is unaware if the planning application will be resubmitted at a future date.

- 22/168 – to receive an update from WA on a full review of the Parish Council social media presence (to be completed by 31st December).

WA

Update – WA advised that this item is in progress.

- 22/170 – Follow up with Mark Littlefield (BDBC) regarding the new allotment site in the Barratt new build of Rooksdown.

DK

Update – DK advised that WA has scheduled a meeting on 29th September with Mark Littlefield and Tom Purcell (DWH). SM advised that he will also attend the meeting.

- 22/173 Rooksdown Masterplan – to receive an update on the BDBC spreadsheet breakdown of S106 contributions due to the Parish Council.

WA

Update – WA advised that he has not yet received a breakdown from Catherine Daly (Principal Landscape Architect – BDBC) but is in regular correspondence with BDBC on this matter

- 22/175 - To receive an update on the Customer and Communities and Improvement Fund (CCIF) – Southwestern Railway.

WA

Update – WA advised that he has contacted Southwestern Railway and is awaiting an update from them.

22/184 **To invite members of the public to address the meeting – 15 minutes.**

None.

22/185 **To receive reports from:**

- **County Councillor**

See **Appendix 1** – report circulated to members

- **Borough Councillors**

See **Appendix 2** – report circulated to members

SB advised that a public exhibition that will be held by Bewley Homes for the outline planning application for 250 homes on land which sits to the edge of Weybrook Park Golf Club. In response to a question from JLD, DK, DH and SM advised that they will be able to attend the exhibition on 6th October. JLD requested that all Councillors email the group with any questions they would like to be asked. JLD added that it would be a good idea to invite Bewley to a future Parish Council meeting.

Rooksdown Community Association (RCA)

SB advised that there is currently a vacancy for a school lollipop person.

- **Police/PCSO/CSPO**

EP advised that her work predominantly takes place in Rooksdown. There are currently issues throughout Basingstoke with the illegal use of motorbikes and E-Scooters. PCSO's have been asked to issue tickets to cyclists who are not displaying lights in the hours of darkness. EP asked that if the Parish Council still runs a SpeedWatch volunteer session, she would like to be invited to attend. EP confirmed that she will attend future Parish Council meetings or provide a report if she is not able to attend.

22/186 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 £33,343.57.47 and £104,736.79 as of 9th September 2022 – see **Appendix 3**.

Cllr Knights and Cllr Lewis-Dalgarno signed the statements and reconciliation forms.

22/187 To authorise requests for September payments.

The Council **resolved** to approve the payments in **Appendix 4** to these minutes.

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

22/188 Consultations.

None.

22/189 To consider planning applications:

None.

22/190 Applications not on the agenda.

None.

22/191 To receive an update on the Allotments and make appropriate decisions.

SHERBORNE SITE

Inspection

Cllr Knights advised that following the site inspection on 2 September, the owners of 2 plots have until early December to improve the situation of their plot in line with their tenancy agreement. To be reviewed in the next Parish Council meeting as to whether there has been improvement or eviction of tenant should be pursued.

Ongoing maintenance

Hedge cutting is due to take place on 18th October.

Fire Buckets

Following feedback from the tenants, it has been confirmed that the Fire buckets are in a poor state of repair. WA offered to source two new fire buckets and bring the cost to a future parish council meeting for authorisation

WA

Annual Review of Allotment Fees

Following discussion, the motion being proposed by Cllr Knight, seconded by Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to maintain the allotment fees for 2023 at their current level due to the current cost of living crisis.

New site –

With the handover expected shortly, Cllr Knights suggested he would bring a formal proposal to the October Parish Council meeting to consider –

DK

- whether to split some of the plots current set at 10 half plots in to quarters to enable extra availability for residents (as was done at the Sherborne site)

- a review of fees, taking into account the extra facilities at the site

22/192 To plan the next edition of the Rooksdown Reporter.

Following a discussion led by JLD, the motion being proposed by Cllr Lewis-Dalgarno, seconded by Cllr How, **IT WAS RESOLVED** unanimously to approve the cost quotation of £680 + VAT from Greenhouse Graphics for the 6xA4 page Rooksdown Reporter. Cllr Lewis-Dalgarno advised that she would send an email with a content request to all contributors; she advised that content would need to be finalised (edited, confirmed with correct images etc.) by 14th October. Cllr Lewis-Dalgarno also advised that the draft Reporter would be presented at the October meeting.

JLD

22/193 To discuss how to make Rooksdown appear festive Winter 2022.

Cllr Knights reminded the Council of the resolution on 5th September to order a 15ft Christmas tree, at a cost of £1,100 + VAT.

The motion being proposed by Cllr Knights, seconded by Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously to approve installation of Christmas lights to the Community Centre at a cost of £460 + VAT (as per quotation from The Christmas Decorators dated August 23 2022).

DK

Cllr Knights confirmed that the Christmas Event would take place on Saturday 26th November, 1pm to 4pm at the Community Centre. This would be a joint event with the Rooksdown Community Association.

Cllr Knights advised that he had a meeting with Sue Pullen from the Community Association on 29th September. DK would produce a detailed report on this for the next Parish Council meeting.

Cllr Knights also confirmed he would be working with Cllr Udoh to allocate tasks.

22/194 To receive an update on revised bank arrangements with Unity Trust Bank and make appropriate decisions.

The motion proposed by Cllr Mason, seconded by Cllr Lewis-Dalgarno, **IT WAS RESOLVED** unanimously for the Parish Council to maintain its bank accounts with Lloyds Bank and for the Unity Trust Bank application which had not been progressed to be cancelled.

WA

The Clerk took the action to formally cancel the Unity Trust Application.

22/195 To receive an update on the budget setting process for 2023/24 and make appropriate decisions.

WA advised that by the October meeting, he will set up a Finance and Precept Working Group to help plan and agree the budget and precept for 2023/2024. All Councillors will be invited to join the group.

WA

22/196 Chairmans correspondence.

None.

22/197 Clerk's correspondence.

None.

22/198 To confirm the date of the next Parish Council Meeting as Monday 24th October at 7.30pm.

22/199 Vice- Chairman to close meeting.

The Chairman closed the meeting at 21.50.

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.



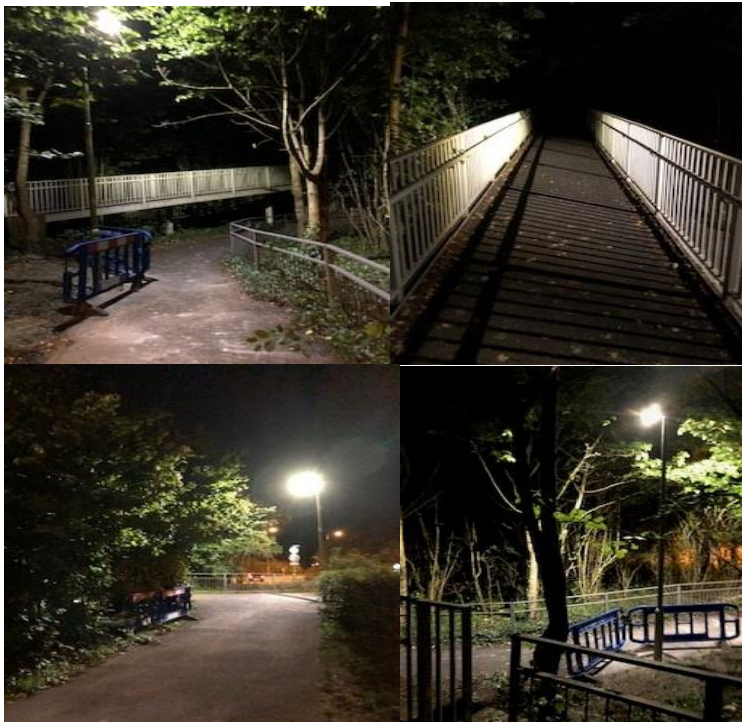
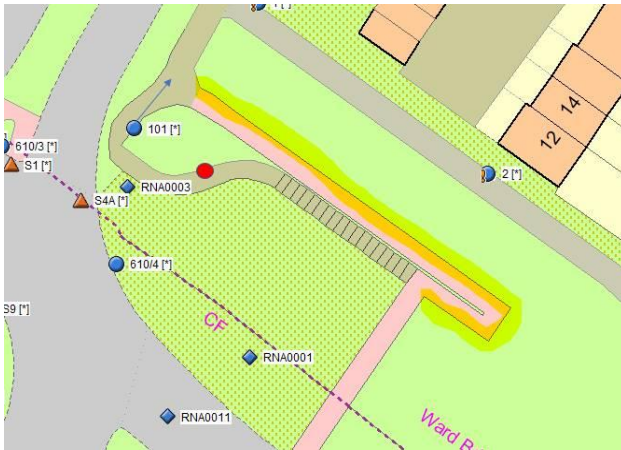
DRAFT

APPENDIX 1

Hampshire County Councillor Update – Sep 2022

White Bridge update: As mentioned in my past reports, further to our (Cllr Mahoney, Cllr How, HCC staff and myself) meeting with HCC highways, lighting works on White Bridge were planned in two phases.

Phase 1 on the Lighting at the White Bridge which crosses the A339: Existing column 101 has been relocated approximately 7m north of its existing position to provide a header column for pedestrians coming down the northern ramp. An additional column has been installed on the footpath at the base of the northern steps, as shown in red on the drawing below, to improve lighting in that area. The HCC Arboriculture Team have undertaken additional tree clearance to improve visibility for pedestrians using the northern steps and footpath.



This work has already made a significant difference to the lighting of that area.

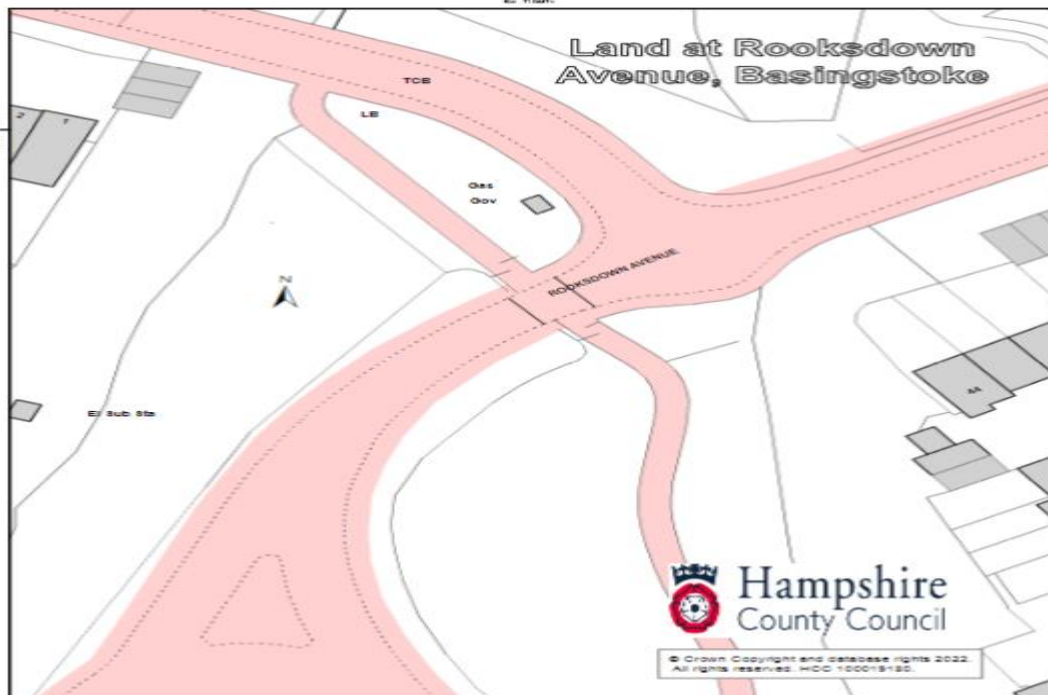
Phase 2 is for a section of illuminated LED handrail to light the northern pedestrian ramp from the base to the top of the steps as shown in yellow in the drawing above. HCC and Parish Chair are in discussion to deliver this project in this financial year. Design works are in progress. HCC current financial year budget is not enough to cover installation costs. HCC is actively considering Parish proposal to deliver this project in this financial year.

Cycleway on outskirts of Trumpet Junction : Cycleway near the entrance to the Squirrel Wood Development at Park Prewett, was reported to Hampshire County Council late August. Thanks to the parish team who brought this to my attention. Hampshire County Council entered into an s278 agreement with Places for People Homes Limited (Developer) and Homes and Communities Agency (The Landowner) on 30th July 2021, which covers the area of works. I would confirm that the cycleway crossover has been repaired so doesn't represent a current health and safety issue.



Saxon Wood School Planning application: Reference HCC/2022/0412/BAE033 regarding the proposed variation to Condition 9 of planning approval 21/01313/C3. Demand for SEN (Special Education Needs) is growing nationwide, Hampshire and Basingstoke are not an exception. In principle am in support of providing extra places for these disadvantaged students. As far as this planning application is concerned, I visited this site and entrance is very narrow. I agree with residents' concerns. Original application was before my tenure, having inherited this issue am happy to represent residents' concerns at HCC regulatory committee.

Silent Soldier installation site: Further to Paris's request I had a response from HCC that the site Parish proposed to install SS is not owned by HCC. The extent of the publicly maintainable highway as shown in pink, based on HCC records. With regards to ownership of the specific area of land in question, HCC land registry records indicate that "Homes & Communities Agency" may still be the owners of this section. More information can be found on the following link: <https://www.gov.uk/government/organisations/homes-and-communities-agency>



The extent of the highway provided is specific to the property enquired upon and shall not be applicable to any other property.

Ordnance Survey maps are topographic maps and show a representation of the physical features on the ground at the time of survey, which are drawn according to specified tolerances, by the Ordnance Survey. For further information on Ordnance Survey mapping please see: <http://www.ordnancesurvey.co.uk/support/property-boundaries.html>

For questions about the responsibility for ditches please refer to Hampshire County Council's website at: <http://documents.hants.gov.uk/food-water-management/ditchmaintenanceposter.pdf>

Avenue Adaption update: I had a meeting last Thursday with Taylor Wimpy and Hampshire County roads adaption team. Legal paperwork from Homes England, legal department is holding up to complete this task. Hampshire and Taylor Wimpy are actively following up. A further meeting is scheduled early December to monitor the progress.

Hampshire Highways update:

Local roadworks by the county council and utility companies both current and planned can be viewed using the interactive [website www.one.network](http://www.one.network). Here are the updates specific to Rooksdown for next couple of weeks.

Roadworks, delays possible
30 Sep – 4 Oct
Rooksdown Avenue

Responsibility for these works
Hampshire County Council
Hampshire County Council

Information for Road Users
Location: Rooksdown Avenue
Traffic lights, etc: Lane closure
Date: 30 Sep – 4 Oct

Works Descriptions
Description
CARRIAGEWAY PATCHING ORDER: patch 1 number pothole around double Road gully. 4m x 1m x 70mm deep

Roadworks, delays possible
6 Oct – 12 Oct
Rooksdown Avenue

Responsibility for these works
Hampshire County Council
Hampshire County Council

Information for Road Users
Location: Rooksdown Avenue
Traffic lights, etc: Traffic control (give and take)
Date: 6 Oct – 12 Oct

Works Descriptions
Description
Night Working Petrol interceptor cleaning
Location
Just off Roman Road roundabout exit onto

Roadworks, delays possible
10 Oct – 12 Oct
Sheepwash Court

Responsibility for these works
Openreach
openreach

Information for Road Users
Location: Sheepwash Court
Traffic lights, etc: Traffic control (give and take)
Date: 10 Oct – 12 Oct

Information for Operational Teams
Highway Authority: Hampshire County Council
Permit status: Granted
Works ref: BC432HBWD7DL95VIMJN

Roadworks, delays likely
3 Oct – 7 Oct
Aldermaston Road

Responsibility for these works
Hampshire County Council
Hampshire County Council

Information for Road Users
Location: Aldermaston Road
Traffic lights, etc: Lane closure
Date: 3 Oct – 7 Oct

Works Descriptions
Description
Grass cutting works for VRS and central reserve areas within road

Roadworks, delays likely
3 Oct – 7 Oct
Ringway North – Eastbound Carriageway

Responsibility for these works
Hampshire County Council
Hampshire County Council

Information for Road Users
Location: Ringway North – Eastbound Carriageway
Traffic lights, etc: Lane closure
Date: 3 Oct – 7 Oct

Works Descriptions
Description
Grass cutting works for central reserve areas within road any connecting slip roads.

Roadworks, delays likely
3 Oct – 7 Oct
Ringway North – Westbound Carriageway

Responsibility for these works
Hampshire County Council
Hampshire County Council

Information for Road Users
Location: Ringway North – Westbound Carriageway
Traffic lights, etc: Lane closure
Date: 3 Oct – 7 Oct

Works Descriptions
Description
Grass cutting works for central reserve areas within road any connecting slip roads.

Diversion route
8 Oct 23:30 – 10 Oct 04:00

Network Rail Infrastructure Ltd
Network Rail

Information for Road Users
Cause: Roadworks
Diversion in force: All the time
Name: Bramley level crossing, closure and diversion
Date: 8 Oct 23:30 – 10 Oct 04:00

Route Description
St James Church, Bramley, Tadley RG26 5DF, UK
20.0 km. About 22 mins (23 mins in current traffic)
Head west on Silchester Rd towards 1.0

National Highways update -you can follow updates on M3 motorway repairs and closures or sign up for alerts here <https://nationalhighways.co.uk/our-roads/south-east/m3-junctions-9-to-14-smart-motorway/>



Basingstoke Statistics for July 2022



Please note that the figures quoted accurately reflect the highway maintenance activity carried out in each district area during the previous month. The scale of activity is generally based on a combination of cyclical work (routine), local demand/need (reactive), and the utilisation of asset management principles (planned), rather than a simple distribution across the 11 district areas. This means that the level of activity will vary from district to district each month so the monthly figures should not be compared on a like-for-like basis. Over the course of a typical financial year, maintenance activity will be relatively proportionate across the Hampshire local authority area, recognising that the size of each district area varies.

25

Emergencies attended

29,828

Square metres of
carriageway resurfacing

3

Operation Resilience
schemes completed

4,366

Gullies and other
drainage cleared

81,424

Square metres of surface
dressing and micro asphalt

13

Arboriculture jobs completed

173

Square metres of footway

302

Carriageway defects repaired

75

Other Jobs completed

Links to report road issues are here:

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems:

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

Flooding/drainage issues:

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

Pavement problems:

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

Problems with rights of way:

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

Cost of Living:

County Council Leader, Cllr Rob Humby called on the government to help address the cost-of-living crisis this autumn with support for struggling families and communities who are facing rising bills from the ongoing cost of living crisis. Hampshire County Council supports residents by providing support for those with disabilities and older adults who receive social care services and offering warm and welcoming spaces through libraries for anyone needing a place to work, study or connect with others.

The County Council will distribute Warm Boxes and Fairshare food vouchers, as part of the national Household Support Grant Scheme, and has commissioned the Hampshire Cold Spots helpline which helps with those struggling to keep their homes warm.

For more information follow the web link below or call 0800 804 8601 (9am-5pm Mon-Fri)
www.hants.gov.uk/socialcareandhealth/adultsocialcare/coldspots

Going Green:

Generate green energy and save on bills Residents considering investing in solar panels for their homes can now sign-up to generate greener energy and reduce their energy bills through the Hampshire County Council supported solar panel scheme, Solar Together

This group buying scheme offers high-quality solar panels and battery storage at a competitive price to Hampshire homeowners. The County Council is working with independent and trusted experts, iChoosr Ltd, to help residents make the switch to clean energy as cost effective and easy as possible.

More than 800 homeowners registered for the first wave of the scheme and together, these householders have the potential to save an estimated 4,000 tonnes of CO2. Hampshire residents can join Solar Together Hampshire through initial registration, which is open until 27 September – free and without obligation.

- From now until 27 September, homeowners can register online to become part of the group for free and without obligation www.hants.gov.uk/solartogether
- Pre-vetted UK solar Photo-Voltaic (PV) suppliers participate in an auction on 27 September 2022, who are then able to offer competitive pricing as the volume and geographic concentration will make it possible for them offer lower prices for installations.
- After the auction, registered households will receive a personal recommendation which is specific to the details they submitted in their registration.
- If those registered choose to accept their recommendation, the details of their installation will be confirmed with a technical survey after which the installation date is agreed.
- Telephone and email helpdesks are on-hand throughout the entire process which, together with information sessions, will allow households to make an informed decision in a safe and hassle-free environment.

Could you open your door to a Hampshire child? Hampshire households are being urged to open the doors of their loving, safe and stable homes to help transform the lives of vulnerable children. The gap between the number of children needing a home and the number of foster carers available continues to widen. There are now 200 more children in the County Council's care than in 2018 and this figure is rising. There are different types of fostering arrangements people can do – from full-time to more flexible options that fit

around home and work-life commitments. Prospective foster carers need to have a spare room in their home as it is important for children and young people to have their own space.

Find out more about fostering with the County Council via www.hants.gov.uk/fostering to find a wealth of resources, more about the latest campaign, details about the role, FAQs and online information events.

Nappy Discounts: Councils launch discount offer for reusable nappies As the cost of living rises, parents of babies and young children are now able to benefit from a 15 % discount on reusable nappies.

In Zero Waste Week (5-9 September), Hampshire County Council, Portsmouth City Council and Southampton City Council are collaborating with a number of online retailers to offer the discount. Single-use disposable nappies make up around 6% of the average rubbish bin in Hampshire homes. By switching to reusables, residents can reduce how much waste is in their bin.

Also known as washable nappies, cloth nappies or real nappies, reusable nappies have developed significantly in the past decade and are a popular choice for many parents. To qualify for the offer, residents need to register their postcode via the County Council's www.hants.gov.uk/wasteandrecycling/smartliving to receive a discount code.

20 is plenty? There's still time to give us your views on 20mph speed limits. Tell us what you think by taking part in our survey, which will help shape future policy across Hampshire. Read more about it, and fill in the survey online here: <https://www.hants.gov.uk/.../20mph-speed-limits-consultation>

APPENDIX 2

Cllr Jay Ganesh

Cabinet Member for Planning and Infrastructure

Sherborne St John and Rooksdown ward

Basingstoke and Deane Borough Council

Please accept my apologies for the meeting this evening due to another Parish meeting that I will be providing update on Local Plan. Please find my comments below for the actions:

22/52 – Silent Soldiers – JLD and WA to progress location with Adrian Morgan/Paul Johnston (BDBC) and establish owner of the specific piece of land where the main silhouette is to be installed.

As outlined in the Grant Agreement, Rooksdown Parish Council is expected to provide a final report once the item(s) have been purchased. The Project Completion Report (Monitoring Form) provided by the Council should be completed and submitted as soon as possible (and within 8 weeks of the date of the agreement) once the Funding has been spent. This form should outline the impact of the items purchased by the funding.

This monitoring report is still outstanding. This is contrary to the Terms and Conditions of the Grant Scheme; failure to comply may lead to seeking repayment of the grant. Please return this monitoring report at the earliest convenient.

22/130 • DH to explore with Cllr Ganesh the options for a conservation group and how the parish council might support.

Action we have had during the meeting in June was, Parish Council to post an invite to Rooksdown residents asking them to contact you and myself so we could form a group of people, depending on the interest we were planning to go for programme of work covering the entire year. Could you post an invitation to contact on Rooksdown facebook group and share those on Rooksdown residents groups please? I'm happy to share the same on Sherborne Fields groups. Once we have the group formed, we can engage with Natural Basingstoke for their guidance and support.

22/167 – to receive an update on whether Cllr Jay Ganesh can provide a presentation to the Parish Council of the end-to-end planning process in Basingstoke, including the process of enforcement

I have been working with Council's Development Control to arrange a training session for all Parish Councils for a training session before Christmas. I will update the Parish as soon as I have more details.

APPENDIX 3

Date: 20/09/2022

Rooksdwn Parish Council

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Time: 09:55

Bank Reconciliation Statement as at 06/09/2022 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		33,343.57
			<u>33,343.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			33,343.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			33,343.57
		Balance per Cash Book is :-	33,343.57
		Difference is :-	0.00

Date: 20/09/2022

Rooksdwn Parish Council

Page 1

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>Cleared</u>	<u>Payee Name or Description</u>
14/08/2022	DD	35.00		35.00		R <input checked="" type="checkbox"/>	ICO
12/08/2022	TRF		25.00	25.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/09/2022	BACS	36.99		36.99		R <input checked="" type="checkbox"/>	Paul Mahoney
16/09/2022	BACS	228.00		228.00		R <input checked="" type="checkbox"/>	Premier Grounds & Garden Maint
16/09/2022	BACS	228.00		228.00		R <input checked="" type="checkbox"/>	Premier Grounds & Garden Maint
16/09/2022	BACS	30.00		30.00		R <input checked="" type="checkbox"/>	Rooksdwn Community Ass
16/09/2022	BACS	15.00		15.00		R <input checked="" type="checkbox"/>	Rooksdwn Community Ass
16/09/2022	BACS	340.00		340.00		R <input checked="" type="checkbox"/>	Rooksdwn Community Ass
16/09/2022	BACS	750.00		750.00		R <input checked="" type="checkbox"/>	Wayne Aylott
16/09/2022	BACS	44.83		44.83		R <input checked="" type="checkbox"/>	Wayne Aylott
16/09/2022	BACS	55.08		55.08		R <input checked="" type="checkbox"/>	WEL Medical
		<u>1,762.90</u>	<u>25.00</u>				

APPENDIX 3 CONT'D

Date: 20/09/2022

Time: 10:17

Rooksdown Parish Council

Bank Reconciliation Statement as at 09/09/2022

for Cashbook 2 - Business Account 06020499

Page 1

User: TRAC

<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
		Balance per Cash Book is :-	104,736.79
		Difference is :-	0.00

Date: 20/09/2022	Rooksdown Parish Council	Page 1
Time: 10:21	Bank Reconciliation up to 09/09/2022 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>
09/08/2022			3.44	3.44		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/08/2022	VAT Refund		865.97	865.97		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/09/2022			4.43	4.43		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>873.84</u>				

APPENDIX 4

Payments

Description	Payment	Invoice	Account	Amount
Room hire for PC meeting	Payment	1587	Hall Hire	30.00
Office Rent	Payment	1588	General Admin	15.00
Handyman	Payment	1589	Handyman	940.00
September salary	Payment		Salaries & Allowance	975.00
				1,960.00

DRAFT

APPENDIX 5

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

v1.0 20th September 2022

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.

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.

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

Date: 17/10/2022

Rooksdown Parish Council

Page 1

Time: 10:47

**Bank Reconciliation Statement as at 27/09/2022
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	27/09/2022		50,602.57
			<u>50,602.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			50,602.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			50,602.57
		Balance per Cash Book is :-	50,602.57
		Difference is :-	0.00

Bank Reconciliation up to 27/09/2022 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
26/09/2022			19,219.00	19,219.00		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2022	BACS	30.00		30.00		R <input type="checkbox"/>	Rooksdown Community Ass
27/09/2022	BACS	15.00		15.00		R <input type="checkbox"/>	Rooksdown Community Ass
27/09/2022	BACS	940.00		940.00		R <input type="checkbox"/>	Rooksdown Community Ass
27/09/2022	BACS	975.00		975.00		R <input type="checkbox"/>	Wayne Aylott
		<u>3,722.90</u>	<u>19,244.00</u>				

Date: 17/10/2022

Rooksdown Parish Council

Page 1

Time: 11:03

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

User: TRACY

<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
		Balance per Cash Book is :-	104,736.79
		Difference is :-	0.00