

DRAFT MINUTES OF THE PARISH COUNCIL MEETING

MONDAY 24 APRIL 2023, Rooksdown Community Centre, 7.30pm

Parish Councillors	In Attendance	Apologies
Paul Mahoney (PM) (Chairman)	✓	
Douglas How (DH) (Vice Chairman)	✓	
Michael Angibo (MA)	✓	
David Knights (DK)	✓	
Jessica Lewis-Dalgarno (JLD)	✓	
Scott Mason (SM)	✓	
Ebenezer Nortey (EN)	✓	
Nsima Udoh (NU)		✓
Gaynor Woods (GW)		✓

Also attending: Clerk Susan Turner; Guests: County Cllr Arun Mummalaneni; Ward Cllrs Simon Minas-Bound and Jay Ganesh, for Community Centre, Simon Minas-Bound.

2023.

48 WELCOME & APOLOGIES

Apologies accepted from GW and NU due to family commitments. Chairman

49 DECLARATIONS OF INTEREST

in items on the Agenda: none.

50 MINUTES OF PREVIOUS MEETING

of 27th March 2023

Agreed and signed as a true record of the meeting.

51 PUBLIC SESSION

One member of the public present, no issues raised.

52 REPORTS TO THE MEETING

(15 minute session)

.1 County Cllr Arun Mummalaneni – see APPENDIX I.I.

.2 Report from Ward Councillors Jay Ganesh, David McIntyre and

Simon Minas-Bound – see APPENDIX I.II

Planning Local Plan Update preparation for initiating Regulation 18 being carried out on

housing need numbers and local constraints on ability to deliver. Awaiting key data from

the 2021 census on household numbers and population growth.

Development Control processing within timescales and quality metrics managed and

monitored. There continues a mixed result in defending the appeals of planning decisions.

.3 Questions and discussion

TO RECORD Thanks to County Councillor Mummalaneni for £1K grant from his Member's Coronation

budget. Also for all his work on our behalf. As the grant award was after the March

publication of the Coronation *Rooksdown Reporter*, this will feature in the next issue.

Options for Secondary Schools Councillor Mummalaneni noted that, on evaluating the

figures, the reason for many parents not achieving their preferred school was because

they opted for popular schools outside their catchment areas.

Discussion

- Reportedly people with secondary school age children tend to move to the area of their

preferred school if they can.

- As above, bordering counties of Berkshire and Wiltshire have a grammar school system.

- This not reflected in statistics because of reciprocal numbers moving in.

- Actual percentages of people moving not high.

Infrastructure adoption – David Wilson Homes – the settlement pond – Cllr Minas-Bound

flagged as a potential issue the future adoption of the settlement pond from DWH – as

featured in the Ward Councillors' report. The pond is supposed to be finished and is not;

not secure, no flotation device, inadequate signage, no indication who is responsible. There

is no legal agreement in place and no means of enforcing. DWH say it will be adopted by

Thames Water. This has not been the experience of other developments. Noted has a small

fence around, appears as small wood. Potential activity site for Conservation volunteers

and scouts if adopted. To keep this on our radar.

For signature (p1 of 5)

Question re potholes Timescales for repair? Particular hazard for cyclists; motorists swerve to avoid. Cllr Mummalaneni as per his report noted County are making temporary fixes to cover maximum locations. Priority work would be within two to three weeks; high priority is immediately. Cllr Ganesh requested to forward reports to him if work not done.

Path extension on the Play Park (DWH) Cllr Minas-Bound noted the snagging actions underway are for making good issues from the original design. An extended path wasn't in the design. How to achieve this as retrofit? To consider where the extended path goes to?

Renovations to the Lands Trust-owned phone box A contractor engaged but no start date as yet. Question as to whether the phone box could be given a function, eg as for the Community Book Exchange? Will it be locked? Cllr Bound noted a book store hadn't been considered and not included within renovation budget. Lands Trust previously resistant to leaving it open. Has been previously vandalised, plastic panes broken. Arguable whether a book exchange would make it less or more of a target. Also to be mindful that local residents can be sensitive to uses likely to bring extra footfall to the area.

Planning application for Manydown construction access As featured in March *Rooksdown Reporter* two applications submitted for additional construction access. One for access to the Roman Way in Worting (23/00033/FUL) and the other to the Roman Road in Winklebury (23/00032/FUL). Both will bring traffic to the Avenue roundabout.

[To note: Objections from local residents and ward councillor due to road safety and disruption. No objections raised by HCC or the road safety audit. Both applications approved 19th April as per decision of Development Control Committee of 12th April . Requested informatives re maintaining the road surface, managing queuing site traffic, and continuing to seek a temporary 30mph speed limit. The period of planning approval relates to number of houses built @ 250 to 300 dwellings per annum, potentially up to seven years.]

Conservation group Cllr Ganesh noted now three volunteers; an additional person came forward in response to the article in the *Rooksdown Reporter*. Noting that not much can be done now during nesting season. Will make a further push in the summer *Reporter* – as per the litter picking – visibility and more people attracts more people. Minimum number required to formalise group with borough council, provide training and for a group leader. Parish Council offered a stand at the Coronation event. Presently unsure if possible.

Police Surgeries Ward Councillors trying for regular dates as much as possible but the officers unable to commit in advance; depends on shift pattern and requires officers local to the area. Makes advance advertising difficult but need to raise profile of the events – *Reporter* article – and use social media to publicise as soon as have dates. Little local awareness at present which defeats the object.

The Police Safety walks are an opportunity to engage and understand Policing issues.

Question re the Spinney as a permissive path Simon Minas-Bound confirmed the Lands Trust owns the Spinney, handed over from Taylor Wimpy with endowment to maintain. No legal right of access but Lands Trust is about providing open access. Re question about horses, this has been raised before with Facebook discussion. Considered a benefit to see the horses, Lands Trust magnanimous providing no issues.

.4 RCA update Simon Minas Bound confirmed the Community Association are open to the suggestion for a joint meeting. To be considered at item 57.5.

53 ROOKSDOWN REPORTER CORONATION ISSUE

TO RECORD a massive thank you to JLD for her work in planning, pulling the issue together. Thanks to Cllr Ganesh for his articles and to all who contributed.

Thanks to all Parish Councillors for distributing – Delivered to households by early w/c Monday 03 April. (Squirrel Wood not included in this delivery, will be for the summer issue.) Noted occasional rejection, some not wish to receive – though pointed out this not 'junk mail' not free mail as it is funded via Parish Precept.

Next issue for Midsummer. Will review the Coronation event. Cllr Ganesh to promote Police Surgeries and Conservation Group.

54 CORONATION BIG LUNCH Sunday 7th May 11am to 3pm

TO RECORD Thanks to DK for all work, time, commitment in organising, and to all Parish Councillors for their contribution, team effort.

- .1 Event booking and admin** in hand Community Centre booked all day 9-5 (free of charge with thank to RCA), Rooksdown Park (BDBC) booked for same. Event licence, risk assessment in place. BDBC padlock code needed for hospital gate.

All Parish Councillors will be event stewards, confirmed SM and GW both qualified first aiders, SM qualified and so nominated fire marshall.

.2 Parish Council stall

- AGREED
- Parish Council stall will also be first aid stand and signed as such.
 - Parish Councillors (stewards/marshalls) to share shifts, 11 to 1pm and 1pm to 3pm.
 - Craft stall (crown, tiara making) also part of Parish Council stall, keep all together.
 - People come by stall, collect goody bag, opportunity to take part in free prize draw.

- .3 Assembly free prize draw and questionnaire** An annual Parish Assembly is the Parish Council's opportunity to hear local residents' views on anything that concerns the Parish – and a provides a platform for residents to put forward their views. The ideal is for a large and representative gathering to give feedback and promote new ideas.

AGREED The Annual Assembly and request for feedback will be part of the Coronation event.

Free digital draw will incorporate a brief survey. Members of the public will be invited to fill in their responses in order to enter the draw.

Entry will be via phone (QR code), or printed entry forms will be available.

ACTION MA and JLD to finalise questions and data protection statement.

Accompanying info will confirm that

- The draw will be made the following day (Monday)
- Once the draw made and prize winners contacted, emails will be deleted unless requested otherwise, eg to be held for mailing list
- Questionnaire responses will not be attributed
- Printed confirmation on back of ticket: 'You have successfully entered into the draw'.

Noted that free versions of survey software limits how the data can be accessed. Unable to download onto spreadsheet, MA will manually pull all data together.

AGREED Draw prizes will be vouchers to value of £50, £30, £20.

- .4 Information display boards** Thanks to MA for research – variety of prices for digital display boards from c £1K to £5K. Favoured of these options in region of £2.8K.

Discussion Agreed advantages, but question whether its use / added value will justify outlay. Also complications re ensuring its safe-keeping, and question mark over delivery timescales. The majority of the printed information boards are still current / fit for purpose.

AGREED In favour of option / quotation for printed notice display stand (to take A1) @ c £185. To order two stands (action PM).

- .5 To confirm publicity and further schedule for publicity** Posters are displayed in windows, DK to intensify social media publicity this coming week.

- .6 Parish Councillor polo shirts** Agreed logo text to be in white (on green shirts).

- .7 Final list of attractions / provision **APPENDIX II.****

TO RECORD The Chair's thanks to all Parish Councillors for their contribution.

55 EVENT GROUNDS PREPARATION

- .1** BDBC scheduled grass cutting prior to Jubilee weekend.

ACTION Cllr Minas-Bound will check and advise.

- .2** Litter pick / grounds check prior to event.

ACTION Simon Minas-Bound will discuss with Handyman contractor.

56 FINANCE & GOVERNANCE

- .1 2022/23 Internal Audit** completed 14 April with Andy Beams of Mulberry & Co
Internal Audit report – summary of recommendations – see **APPENDIX III.**

For signature (p3 of 5)

Parish Council review of recommendations

- i. I recommend the council posts any supporting documentation with the agendas
Parish Council Comment – Agreed to address this for the benefit of the Parish Council. A system of uploading information documents to the website would be useful. Have facility to do this. Agreed future action, MA to lead on best use of available software.
- ii Based on the year end balances of circa £143,000, I recommend the council considers increasing the insurance (Fidelity Guarantee) cover at the next renewal to covers the maximum balance held.
Parish Council Comment – Agreed, Clerk to Action
- iii I recommend the council ensures a regular review of the allotment fees...
Parish Council Comment – This done and minuted November 2022 meeting.
- iv I recommend the council considers opening an account with a different provider to maximise the protection available under the FSCS scheme.
Parish Council Comment – Agreed to investigate
- v Procedure to indicate restating previous year's figures.
Parish Council Comment – The previous year's accounts will not be restated. The apparent anomaly accounted for in a Rialtus report update.
- vi The External Auditor's report and Notice of Conclusion of Audit 2021/22 were not published on the council website until 2 January 2023, and therefore the council did not comply with the publication requirements for 2021/22.
Parish Council Comment – The Conclusion of Audit was published as soon as the oversight came to light. This has been accepted by the auditor as a clerical error.

.2 2022/23 Year end accounts

- i Payments since last meeting 27th March to year end

104	HMRC – PAYE March	£180.00
105	Clerk – Salary March	£720.00
106	ST for WebhostingUK –	
	Annual domain registration and website hosting to 01 Mar 2024	£53.90
107	PM for Allotment plot 1A – Refund double payment	£17.50
108	RCA 1670 – Meeting room March	£30.00
109	RCA 1682 – Office rent March	£15.00
110	RCA for All Aspects 1683 – Handyman Feb-Mar	£600.00
- ii Reconciliation to Year End 2023 = £143,003.33.
- iii Year end accounts sheets agreed and signed by Chair and Clerk.
As circulated at **APPENDIX IV**.

.3 2022/23 AGAR (3) forms for agreement and signature as circulated.

- i Annual Governance Statement (S1)
AGREED by all, signed by Chair and Clerk.
- ii Accounting Statements (S2)
AGREED by all, signed by Chair and Clerk.

.4 2023/24 Accounts to date as circulated **APPENDIX V**Reconciliation to date = £162,051.52.

- i Payments from beginning of year to date

1	JV Hire Services Ltd – Bouncy castle/slide etc	£1,753.22
2	D Holden (Red Waffle) – Entertainer-magic&ballons	£325.00
3	Big Bear Promo – Giveaway goodybags	£2,707.49
- Payments for approval

-	GW for Baker Ross – Craft crown making	£190.80
-	Greenhouse Graphics – Coronation (March) <i>Reporter</i>	£741.00
-	Greenhouse Graphics – Posters (<i>Reporter</i> front cover)	£78.00
-	PM for Display Sense – Display stands	£237.60
-	Harlequin – Parish Councillor polo shirts with logo	£279.00
-	RCA – Meeting room 2023/24 £30 x 10	£300.00
-	RCA – Office 2023/24 £15 x 12	£180.00
-	RCA for LM-All Aspects – Handyman March-April	£980.00
-	HALC – HALC/NALC membership 2023/24	£1,012.51
-	PM for Screwfix – Prewett allotment gate padlock	£15.99
-	PM for Wilko – Printer ink cartridges	£26.00
-	Mulberry&Co – Internal audit 2022/23	£306.00
-	NS for Bunting Warehouse – Coronation bunting	£195.60
-	DK for Baker Ross – Coronation-craft-sticker-books	£375.22
-	Clerk – Salary May	£720.00
-	HMRC – PAYE May	£180.00

For signature (p4 of 5)

ii	<u>Income of note since beginning of year</u>	
	County Council members' Coronation grant	£1,000.00
	Parish Precept six months	£19,815.00
	Litter grant 2023/24	£2,925.00

57 CURRENT PROJECTS

.1 Replacement guard rail Installation incomplete, missing top of Peggs Way and by School. Also many instances of poor workmanship, poor finish – particularly the rails most recently installed. Protruding sections of rail, sharp edges on joins, and end caps missing.
ACTION To request a further site meeting end of May (PM).

.2 Queen's Green Canopy tree planting Site meeting 05 April (PM, DH and Clerk) with BDBC Tree Officer and Community Green Spaces Officer.

i Tree planting will be scheduled for October.

PROPOSAL To plant nine trees in the strip of land around the Community Centre car park – six to the front, and three 'around the corner' by the path. Proposal subject to sight of SUDs plans. No problem with keeping the existing Hazel, and an amount of the Dogwood as ground cover around the trees, suggestion it would be best cut back every couple of years.

PROPOSAL To plant addition three or four trees (as wanted) for entrance to Sherborne Fields. Feedback from officers that there should be no issue with planting trees on this site. BDBC source their trees from Barchams Trees <https://www.barcham.co.uk>. Tree officer will place BDBC order in summer for coming Autumn, happy to include Parish Council trees. Suggested tree list supplied by BDBC for the Community Centre site.

AGREED For consideration by working group outside the Parish Council meeting.

ii Drawings for HCC adopted SUDs system supplied by PM. Advice sought from BDBC Grounds Maintenance Manager. Awaiting outcome.

.3 Silent Soldier installation Outcome of Teams meeting of 31 March with Homes England (HE). HE will require licence / legal agreement (which will incur cost) for a third party (the Parish Council) to install the statue soldiers while the land remains in HE ownership. Rocon quote for installation = £1,421 plus £454 for S171 licence if subject to Highways rights. Clerk to seek alternative quotes; to chase request for Extent of Highway map. in principle expenditure up to this sum.

AGREED To arrange site visit with BDBC (PM) to discuss the best way forward.

.4 Main Hall – Email sent from Clerk to Kieran Masterson, Managing Director, Galamast Construction Group, seeking to re-establish contact. (Previous emails re lease to Parish Council and draft Head of Terms date from November 2020.) No response to date.

.5 Joint project working 'Rooksdown together'

AGREED A Parish Council letter to be sent to the Community Association, detail to be agreed, suggesting agenda items for a proposed meeting as discussed at item 52.4 (RCA report). To be addressed to the RCA Chair from the Parish Council Chair.

58 ALLOTMENTS UPDATE

.1 Park Prewett Report from DK – plots 5,6,8 and 9 allocated
ACTION Clerk to send out invoices, and tenancy agreements for signature.

.2 Sherborne Fields First grass cut by Premiere Grounds & Garden Maintenance 21 April.
ACTION Clerk. PGGM to supply 2023/24 contract for agreement.

59 PLANNING

.1 New applications for consideration

[23/00589/HSE \(Validated 21 Mar 2023\) 11 Gillies Drive RG24 9JW. Garage conversion to part store and part habitable room.](#) Parish Council response in line with responses to similar applications. Not to submit an objection but to express concerns over any development likely to exacerbate problems with on-street parking.

[23/00806/HSE \(Validated 28 Mar 2023\) 33 Watertower Way. Erection of a single storey rear extension.](#) No objection, already precedent set with neighbour extensions. The inclusion of solar panels within the application noted and no objection.

60 NEXT PARISH COUNCIL MEETING Monday 22 May, 7.30pm (AGM)

Meeting closed at 9.55pm with thanks to all

For signature (p5 of 5) Date

APPENDIX I.I – HAMPSHIRE COUNTY COUNCILLOR UPDATE – APRIL 2023

Cllr Arun Mummalaneni

Squirrel Wood

Runoff into the Footpath/tunnel under Ringway North – Further to my follow up on 28th March 2023, Places for People mentioned that they are dealing with BDBC and looking at a new 278 agreement covering the embankment, staircase and footpath leading to the subway. The developer have employed Civil Engineers to investigate the embankment and its make up, and soil testing is imminent. They believe soil test reports are necessary for designs for retention-stabilisation works and run off from the main site. We can witness the mound of soil within the open space area is diminishing rapidly. I'm planning to meet the developer on site with my colleagues in Parish and BDBC. Subsequently I have followed up for an update on 20th of this month, I yet to receive a response.

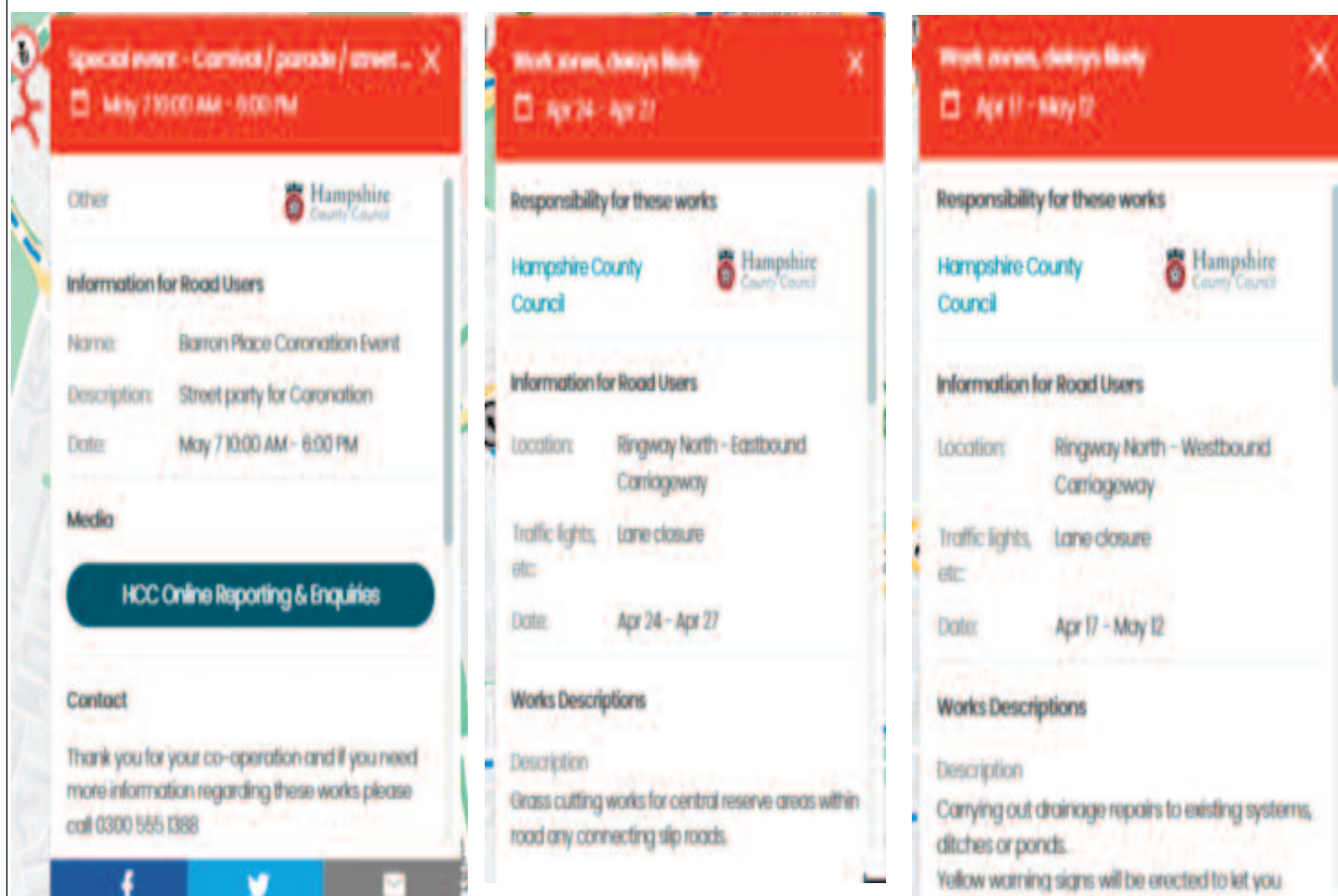
Regarding new bin provision in that area, I keep chasing BDBC cleansing team. Some signage left by contractors was removed from the site.

County Council Grants I'm pleased to inform that the Parish's grant application for the Kings Coronation celebrations has been processed and funds should have been deposited by now if not they will be soon.

Foot Bridge lighting works Received an update from the HCC officer recently. Contractors expect to complete manufacture of the handrail by late May. All being well the works to install on site should be able to commence shortly thereafter.

Avenue Adaption update Once again, the Taylor Wimpy could not meet the deadline they agreed and committed. However, Jo Murphy provided an update late last week saying legal paperwork was sent to their solicitor for final signature. She says it will be sent out this week.

Hampshire Highways update Local roadworks by the County Council and Utility companies both current and planned can be viewed using the interactive website one.network. Here are the updates specific to Rooksdown or impacting Rooksdown community.

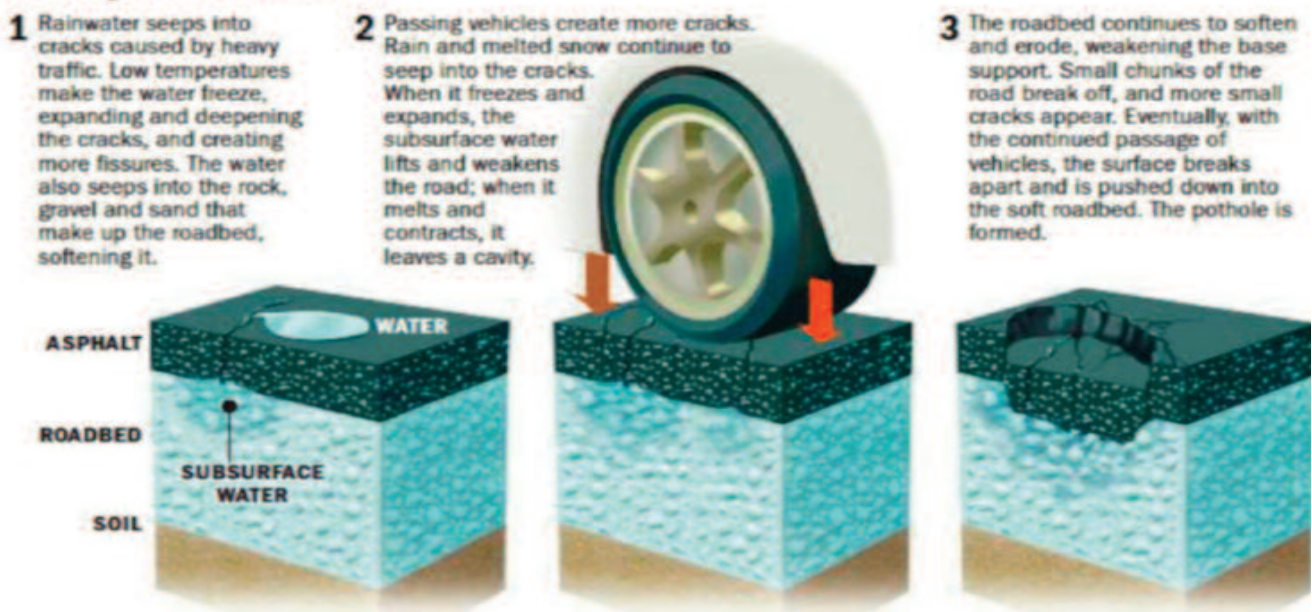


Potholes and other road defects remain our biggest issue locally, so please forgive another thread about them... Background I've said before, the weather this winter has been the worst possible combination of prolonged heavy rain and sub-zero temperatures.

Despite last summer's drought, we started the winter season with groundwater levels in Hampshire higher than normal. The repeated cycle of rain > freeze > rain > freeze has created the perfect environment for potholes to form, and in addition the prolonged periods of heavy rain have kept groundwater levels exceptionally high resulting in localised surface water flooding, and this is despite our best efforts to keep roadside grips, gullies and drains clear.

Potholes can form in a number of ways. Aside from general wear and tear, the freeze-thaw action of water when it gets into cracks can rapidly weaken and break open road surfaces, and this is in addition to the hydraulic effect of vehicle tyres constantly going over standing water in cracks and other small surface defects that can also create potholes. This explains why, even though we have now moved into Spring, potholes are continuing to develop and why some of the temporary fixes are beginning to break down.

How potholes form



Temporary vs Permanent Repairs Given the high number of potholes that have formed this winter, particularly after each of the spells of freezing weather, HCC's Highways team took the decision to carry out more emergency temporary infill repairs to keep roads safe and serviceable, understanding that a follow up visit would be needed in some cases to undertake vastly preferable permanent reinstatement. In the time taken to undertake a permanent fix between 4 and 7 temporary infills can be completed.



Permanent Repair



Permanent Repair



Temporary Infill

How we are doing – There has been a genuinely unprecedented demand on the highways teams this winter. The number of potholes filled in the financial year that ended on March 31st is more than ever before: Over 40,000 of these potholes were filled in the three months from December to February in Hampshire.

Financial Year	Number of Potholes Filled
18/19	41,371
19/20	27,780
20/21	56,852
21/22	72,610
22/23	120,068

Inflation for road materials has been running this year at over 20%, which has eaten into budgets. Through our materials recycling depot at Micheldever we have been able to reprocess much of the material removed from the roads when we repair and/or resurface them, reducing costs to a degree, and the team will be trialling new innovative ways of re-using this recycled material over the course of this coming year.

Officers have also been significantly stretched. The teams who undertake the pothole repairs are also those who drive the gritters, dig out ditches, clear fallen trees and attend emergency incidents. So, it has been a challenging winter!

Additional Government funding The Government has allocated just under £6million to Hampshire for additional pothole repairs. We had some idea additional funding might be forthcoming so had already ordered greater resources for our highway network. We anticipate this money being able to fill approximately 39,000 additional potholes over the summer.

Why don't the teams fix other potholes nearby when repairing one? It may appear wasteful, and I recognise it can be irritating, when teams fill one pothole but ignore other defects nearby.

To be clear, operatives are empowered to attend to other issues if they are able to do so when they come across them. However, the challenge is that the gangs that do the day-to-day repairs normally have a set schedule for a particular day so they may have neither the time, nor the necessary materials, to complete additional repairs that are not already on their list. Often the additional work has not been reported, or assessed, prior to the work schedule for the day being established.

HCC officers will be looking at various operating models over the summer, working closely with Milestone, that will hopefully facilitate a smarter, more flexible approach to work scheduling.

A reminder that Hampshire Highways can't fix them unless we know about them, so PLEASE, if you see a pothole in your road or when you are out and about, take a few moments to report it to the Hampshire County Council online system. The link to do so is here:

www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes

Reporting it here is the best way to ensure it is fixed as quickly as possible. We prioritise the busiest routes first when fixing issues, so if it's a minor road it may take a longer to get to it, but we will fix it.

A full list of where to report various issues to HCC is below as always.

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

Tree/hedge problems: www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge

Flooding/drainage issues:

www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding

Pavement problems: www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving

Problems with rights of way:

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

Schools As promised in my previous report about secondary school admission data, here is the data specific to Basingstoke ward by ward.

District	Ward	1st	2nd	3rd	Alloc
Basingstoke and Deane District (B)	Basing & Upton Grey Ward	78.10%	11.43%	6.67%	3.81%
Basingstoke and Deane District (B)	Bramley Ward	61.33%	12.00%	5.33%	21.33%
Basingstoke and Deane District (B)	Brighton Hill Ward	93.50%	2.44%	1.63%	2.44%
Basingstoke and Deane District (B)	Brookvale & Kings Furlong Ward	83.70%	8.70%	2.17%	5.43%
Basingstoke and Deane District (B)	Chineham Ward	63.64%	16.08%	4.20%	16.08%
Basingstoke and Deane District (B)	Eastrop & Grove Ward	84.85%	8.08%	3.03%	4.04%
Basingstoke and Deane District (B)	Evingar Ward	79.31%	16.09%	3.45%	1.15%
Basingstoke and Deane District (B)	Hatch Warren & Beggarwood Ward	91.60%	5.88%	0.00%	2.52%
Basingstoke and Deane District (B)	Kempshott & Bucksdown Ward	88.10%	8.73%	0.79%	2.38%
Basingstoke and Deane District (B)	Norden Ward	87.05%	9.35%	0.72%	2.88%
Basingstoke and Deane District (B)	Oakley & The Candovers Ward	61.86%	30.93%	5.15%	2.06%
Basingstoke and Deane District (B)	Popley Ward	84.62%	4.73%	4.14%	6.51%
Basingstoke and Deane District (B)	Sherborne St. John & Rooksdown Ward	74.44%	8.89%	2.22%	14.44%
Basingstoke and Deane District (B)	South Ham Ward	84.85%	9.09%	0.00%	6.06%
Basingstoke and Deane District (B)	Tadley & Pamber Ward	94.12%	3.53%	1.18%	1.18%
Basingstoke and Deane District (B)	Tadley North, Kingsclere & Baughurst Ward	92.00%	6.00%	1.00%	1.00%
Basingstoke and Deane District (B)	Whitchurch, Overton & Laverstoke Ward	98.13%	0.93%	0.93%	0.00%
Basingstoke and Deane District (B)	Winklebury & Manydown Ward	74.71%	9.20%	5.75%	10.34%
Basingstoke and Deane District (B)		82.13%	9.30%	2.57%	6.00%

Elections Elections for all BDBC wards area are scheduled for Thursday, 4 May. Polling cards are being sent to all registered electors across the borough. Remember, this year if you wish to vote in person you will need to show photo ID to do so.

Apply for a Voter Authority Certificate, which you can do here:

<https://www.gov.uk/apply-for-photo-id-voter-authority...>

You can use expired photo ID as long as the photo is a good likeness of you. So, expired driving licenses or passports are permissible.

APPENDIX I.II – Report for Basingstoke and Deane Borough Council

From Cllrs Jay Ganesh, David McIntyre & Simon Minas-Bound. 24th April 2023

Planning – Local Plan preparation for initiating Regulation 18 being carried out on housing need numbers and local constraints on ability to deliver. Awaiting key data from the 2021 census on household numbers and population growth.

Development Control processing within timescales and quality metrics managed and monitored. Continues to be a mixed result in defending the appeals of planning decisions.

Waste Management Serco are being closely managed to continue the performance improvement in their delivery of the residential waste contract.

Cost of Living Assistance Preparations being made for the re-opening of the next £1M phase of financial support for residents with food and energy bills. This support is in addition to the central government support funds administered by BDBC. Extra funding has also been given to the excellent support work carried out by Citizens Advice:

www.basingstoke.gov.uk/rte.aspx?id=298&task=View&itemid=10364

Green Team With the adoption of the new Council Plan and Budget, recruitment is well underway to fulfil the roles in this new team. This initiative is being used as a case study of best practice by the Local Government Association:

www.local.gov.uk/case-studies/creating-green-team-engage-communities-and-businesses-basingstoke-and-deane

Fly Tipping We continue our robust action against environmental crimes with the introduction of CCTV cameras and this recent conviction:

www.basingstoke.gov.uk/rte.aspx?id=298&task=View&itemid=10368

Supporting Communities As soon as the new municipal year starts all the new funding streams will be open for applications:

www.basingstoke.gov.uk/rte.aspx?id=298&task=View&itemid=10366

Basingstoke Festival Dates and programming has now been shared for this year's festival.

www.basingstoke.gov.uk/rte.aspx?id=298&task=View&itemid=10365

ROOKSDOWN SPECIFIC

David Wilson Homes current casework for built quality issues is still significant. With main issues being around inadequate and incomplete insulation, and concerns around the future adoption of the settlement pond.

DWH have now installed the current mix of swings for different age groups. Some snagging items on play parks are still outstanding.

DWH are concluding the final finishing layers to roads and paths but very slowly. With outstanding enquiries on when street lighting will be fully operational. The rough timings for completion have moved from March to May/June.

Places for People are coming to the end of the house building phase of squirrel wood with the final residents due to move in soon. In addition to some build quality / drainage issues the public open space and stairs/ramp are still to be completed.

Manydown construction traffic access planning application was recently decided at Development Control committee with a significant concern being around the dangerous access to A339 and sensitivity around the Children's Cemetery.

The Land Trust have stated that their contractor is due to start the renovations to the telephone box soon but we are still awaiting a specific date.

Housing associations We have raised with several housing associations the current condition of the exterior decoration of many blocks and homes. With the rendering well overdue for cleaning or painting. Some housing associations have given us a programme of works but not all.

Weybrook Golf Club planning application. No further info.

APPENDIX II – Coronation Big Lunch provision / attractions

1. Chapel Brass (MA) (Six piece band)
2. JV Hire Services Ltd (DK, DH) includes
 - 16 x 18ft Activity Centre Bouncy Castle;
 - 15 x 25ft Farmyard Super Slide;
 - 14 x 56ft Farmyard Obstacle Course
 - Kick n' Stick Foot Darts
 - plus delivery, supervision x4; 10kVA Diesel generator
3. Red Waffle Event Entertainment (Darren Holden) (DK)
Hampshire County Council Vendor Number- 1096267
(Part Of Chubbys World Of Magic)
4. Football goal (SM)
5. Bartletts food van (DK)
6. Rossi's Ice Cream Van (DH)
7. Big Bear promo Coronation goody bags x 500 (DK) (includes water bottles)
8. Baker Ross – Crown making craft kits (GW, JLD)
9. Bunting Warehouse – Coronation bunting (NU)
10. Display Sense – A1 information board – poster display stands (x2) (MA, PM)
11. Harlequin – Parish Council polo shirts with logo (PM, DK)
12. Free digital draw – Short questionnaire to enter (MA, JLD)

APPENDIX III.I – INTERNAL AUDIT SUMMARY

Rooksdown Parish Council Year-End Internal Audit Report 2022-23

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2021/22 AGAR.		✓	
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams
For Mulberry & Co

APPENDIX III.II – INTERNAL AUDIT SUMMARY

Rooksdown Parish Council Year-End Internal Audit Report 2022-23

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf	
RISK MANAGEMENT AND INSURANCE	Based on the year end balances of circa £143,000, I recommend the council considers increasing the level of the Fraud and Dishonesty (Fidelity Guarantee) cover at the next insurance renewal to ensure it covers the maximum balance held at any point during the year.	
INCOME	I recommend the council ensures a regular review of the allotment fees, perhaps as part of the annual budget setting process, and records this action in the minutes of meetings to comply with FR 9.3.	
BANK AND CASH	I recommend the council considers opening an account with a different provider to maximise the protection available under the FSCS scheme.	
YEAR END ACCOUNTS	The word 'Restated' should be printed at the top of the prior year figures on the Accounting Statements within the AGAR, and a written explanation provided for the restatement.	
PUBLICATION REQUIREMENTS	The website shows that the External Auditor's report and Notice of Conclusion of Audit were not published on the council website until 2 January 2023, despite being received on 23 August 2022, and therefore the council did not comply with the publication requirements for 2021/22 as outlined above.	

APPENDIX IV.I – 2022/23 ACCOUNTS YEAR END

BOOKDOWN PARISH COUNCIL INCOME 2022/23 - 31 MARCH - YE											
Balance brought forward 1st April 2022			BUS INST ACCESS				£103,021.14				
Balance brought forward 1st April 2022			TREASURER				£27,836.96				
Balance brought forward 1st April 2022			TOTAL				£130,858.10				
Date	Item		Precept	County Cllr grant	Litter grant	Allotment	Refund	Vat 2022-23	Bank Interest	Total Receipts	
25/04/22	Allotment Rent - Plot 1B					£29.10				£29.10	
24/04/22	CountyCllr Grant - QGC			£1,000.00						£1,000.00	
03/05/22	Parish Precept 6 months		£19,219.00							£19,219.00	
05/05/22	VAT reclaim							£838.30		£838.30	
31/05/22	Refunded bank charges						£25.00			£25.00	
23/08/22	VAT reclaim							£865.97		£865.97	
26/09/22	Parish Precept 6 months		£19,219.00							£19,219.00	
21/11/22	HALC refund (training)						£36.00			£36.00	
30/12/22	Allotment rent 16-30 Dec					£630.00				£630.00	
03/01/23	Allotment rent 03 Jan					£175.00				£175.00	
03/01/23	BDBC litter grant				£2,925.00					£2,925.00	
16/01/23	Allotment rent Plot-9A					£35.00				£35.00	
23/01/23	Allotment rent Plot-8A, 16AA					£70.00				£70.00	
27/01/23	Allotment rent Plot-5					£70.00				£70.00	
27/01/23	Allotment rent Plot-13B, 1A, 1A					£70.00				£70.00	
07/02/23	HALC refund (training)						£115.20			£115.20	
14/02/23	Allotment rent Plot-2					£70.00				£70.00	
03/03/23	CountyCllr Grant- Xmas Tree23			£1,000.00						£1,000.00	
03/03/23	MICROSOFT*365 CD 2632						£103.09			£103.09	
03/03/23	CountyCllrGrant-SilentSoldier-Inst			£500.00						£500.00	
2022-23	Bank Interest								£198.60	£198.60	
	Total		£38,438.00	£2,500.00	£2,925.00	£1,149.10	£279.29	£1,704.27	£198.60	£47,194.26	
RECEIPTS & PAYMENTS SUMMARY											
Bal brought forward 1st April 2022		£130,858.10		Interest							
Plus income - YE		£47,194.26		April		£0.93		Oct		£4.45	
Minus expenditure		£35,022.03		May		£0.79		Nov		£11.19	
Balance		£143,030.33		June		£0.88		Dec		£23.96	
				July		£0.91		Jan		£44.78	
				Aug		£3.44		Feb		£53.42	
				Sept		£4.43		Mar		£49.42	
								TOTAL		£198.60	
BANK RECONCILIATION											
Bus instant -Y/E		£104,924.01									
Treasurers - Y/E		£38,106.32									
Balance		£143,030.33									

ROOKSDOWN PARISH COUNCIL - EXPENDITURE 2022/23 - FINAL QUARTER JAN-MAR-Y/E-2023																		
No	Invoice Date	Paid Date	Supplier	Description	Finance / Governance	Office/ Admin	Software /IT	Salary	Training	Print	Handyman	Allotments	Mtnce General	Jubilee / XmasFair	Coronation	Project	VAT	Total
82	08/12/22	03/01/23	DM Payroll	AdminNESTPension(WA)		£30.00												£30.00
83	24/11/22	03/01/23	GHGraphics-26709	100xA3 card leaflets						£114.00							£22.80	£136.80
84	26/11/22	03/01/23	PGGM-1799	Extra-hedge-cut-waste								£700.00					£140.00	£840.00
85	16/12/22	03/01/23	RCA-1635	Office rent - Dec		£15.00												£15.00
86	16/12/22	03/01/23	RCA-LM-1636	All Aspects-Nov/Dec							£940.00							£940.00
87	05/12/22	23/01/23	HALC	Training -Planning 10-Nov-WA					£48.00									£48.00
88	02/01/23	23/01/23	M/soft -E0200H01OB	Online services Jan 22-Jan 23			£112.80										£22.56	£135.36
89	11/01/23	23/01/23	RCA-1640	Meeting room-Jan		£30.00												£30.00
90	11/01/23	23/01/23	RCA-1649	Office rent - Jan		£15.00												£15.00
91	11/01/23	23/01/23	RCA-LM-1650	All Aspects Dec / Jan							£700.00							£700.00
92	04/01/23	23/01/23	Clerk (TH)	Locum Clerk 15 hours				£315.00										£315.00
93	Jan	23/01/23	Clerk (ST)	Salary Jan 2023				£720.00										£720.00
94	Jan	23/01/23	HMRC	PAYE – Jan				£180.00										£180.00
95	02/01/23	06/02/23	M/soft-E0200LVR50	Online services02/11/22-02/02/23			£40.99										£8.20	£49.19
96	Refund	07/02/23	Allotment plot 12A	Refund double payment								£35.00						£35.00
97	Feb	02/03/23	HMRC	PAYE Feb				£180.00										£180.00
98	Feb	02/03/23	Clerk	Salary Feb 2023				£720.00										£720.00
99	16/02/23	02/03/23	RDCA - 1656	Meeting room-Feb		£30.00												£30.00
100	16/02/23	02/03/23	RDCA - 1664	Office rent -Feb		£15.00												£15.00
101	16/02/23	02/03/23	RDCA-LM-1665	All Aspects Jan - Feb							£900.00							£900.00
102	16/03/23	16/03/23	PM for Badgemaster	Name badges-J,E,N,M,S		£33.05											£6.61	£39.66
103	14/03/23	16/03/23	Chapel Brass	Coronation band											£935.00			£935.00
104	Mar	30/03/23	Clerk	Salary Mar 2023				£720.00										£720.00
105	Mar	30/03/23	HMRC	PAYE Mar				£180.00										£180.00
106	31/01/23	30/03/23	ST for WebhostingUK	Domain/REG (02/03/2023 - 01/03/2024)		£44.92											£8.98	£53.90
107	Refund	30/03/23	PM-Allotment plot 1A	Refund double payment								£17.50						£17.50
108	16/03/23	30/03/23	RDCA - 1682	Office rent -Mar		£15.00												£15.00
109	16/03/23	30/03/23	RDCA-LM-1683	All Aspects - Feb-Mar							£600.00							£600.00
110	16/03/23	30/03/23	RDCA - 1670	Meeting room-Mar		£30.00												£30.00
		2022/23	TOTAL	2022/23-YE	£2,486.17	£881.44	£1,043.69	£8,370.68	£414.00	£1,422.00	£9,310.00	£2,919.10	£161.76	£2,501.07	£935.00	£2,651.65	£1,925.47	£35,022.03
																		£35,022.03
	Invoice Date	Paid Date	Supplier	Description	Finance / Governance	Office/ Admin	Software /IT	Salary	Training	Print	Handyman	Allotments	Mtnce General	Jubilee / XmasFair	Coronation	Project	VAT	Total

APPENDIX IV.II

Rooksdown Parish Council

2022/23 Bank Reconciliation – AUDIT SHEET

Receipts and payments summary

1	Balance Brought Forward from 2021/22	£130,858.10
2	Plus Income (Y/E)	£47,194.26
3	Less Expenditure (Y/E)	£35,022.03
4	Balance	£143,030.33

Reconciliation

5	Bus Inst Access / Savings Account (Y/E)	£104,924.01
6	Current / Treasurers Account (Y/E)	£38,106.32
7	TOTAL BANK ACCOUNTS	£143,030.33
8	Balance	£143,030.33

Chairman Date 24 April 2023

Susan Turner, Clerk / RFO..... Date 24 April 2023

APPENDIX V ACCOUNTS TO DATE

ROOKSDOWN PARISH COUNCIL INCOME 2023/24 - 24 APRIL

Balance brought forward 1st April 2023

£143,030.33

Date	Item	Precept	Grants	Allotment SF	Allotment PP	Refund	Vat 2022-23	Bank Interest	Total Receipts
20/04/23	CountyCllrGrant-Coronation		£1,000.00						£1,000.00
24/04/23	BDBC - Parish Precept	£19,815.00							£19,815.00
	BDBC - Litter Grant		£2,925.00						£2,925.00
2023-24	Bank Interest							£66.40	£66.40
	Total	£19,815.00	£3,925.00	£0.00	£0.00	£0.00	£0.00	£66.40	£23,806.40

£23,806.40

RECEIPTS & PAYMENTS SUMMARY

Bal brought forward 1st April 2022 £143,030.33

Plus income to date £23,806.40

Minus expenditure to date £4,785.71

Balance £162,051.02

BANK RECONCILIATION

Bus instant £134,990.41

Treasurers £27,060.61

Balance £162,051.02

Interest

Apri £66.40

May

June

July

Aug

Sept

TOTAL £66.40

ROOKSDOWN PARISH COUNCIL - EXPENDITURE 2023/24 - 24 APRIL

No	Invoice Date	Paid Date	Supplier	Description	Finance / Governance	Office/ Admin	IT/Software	Salary	Print	Handyman	Allotments Sherborne	Allotment Prewett	Coronation	VAT	Total
1	11/04/23	14/04/23	JV HireServices.Ltd	Bouncy castle/slide etc									£1,753.22		£1,753.22
2	01/05/23	17/04/23	D Holden	Entainter-magic&ballons									£325.00		£325.00
3	18/04/23	18/04/23	Big Bear Promo	Giveaway goodybags									£2,256.24	£451.25	£2,707.49
		2022/23	FIRST QUARTER	TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,334.46	£451.25	£4,785.71
															£4,785.71

PAYMENTS FOR APPROVAL - APRIL 2023

4	24/04/23	24/04/23	GW-Baker Ross	Craft crown making									£158.99	£31.81	£190.80
5	30/03/23	25/04/23	GreenhseGraphics	Coronation(Mar)Reporter					£741.00						£741.00
6	30/03/23	25/04/23	GreenhseGraphics	Posters (NL cover)					£65.00					£13.00	£78.00
7	25/04/23	25/04/23	PM-display sense	Display stands		£198.00								£39.60	£237.60
8	14/04/23	25/04/23	PM-Harlequin	Polo shirts		£232.50								£46.50	£279.00
9	14/04/22	25/04/23	RCA	Meeting-room2023/24 £30x10		£300.00									£300.00
10	19/04/22	25/04/23	RCA	Office-2023/24 15 x12		£180.00									£180.00
11	19/04/22	25/04/23	RCA (All Aspects)	Handyman Mar/April						£980.00					£980.00
12	10/04/23	25/04/23	HALC/NALC	Subsription 2023/24	£1,012.51										£1,012.51
13	04/04/23	25/04/23	PM for Screwfix	PPrewett allotment padlock								£13.32		£2.67	£15.99
14	16/04/23	25/04/23	PM for Wilko	Ink cartridges		£21.67								£4.33	£26.00
17	18/04/23	25/04/23	Mulberry&Co	Internal audit	£255.00									£51.00	£306.00
18	24/04/23	25/04/23	NS-BuntingWarehse	Coronation bunting									£163.00	£32.60	£195.60
19	25/04/23	25/04/23	DK-BakerRoss	Coro-crafts-sticker books									£346.77	£28.45	£375.22
20	APRIL	28/04/23	Clerk	Salary May				£720.00							£720.00
21	APRIL	28/04/23	HMRC	PAYE May				£180.00							£180.00

APPENDIX V.II

Rooksdown Parish Council

2023/24 Bank Reconciliation – 24 APRIL

Receipts and payments summary

1	Balance Brought Forward from 2022/23	£143,030.33
2	Plus Income to date	£23,806.40
3	Less Expenditure to date	£4,785.71
4	Balance	£162,051.02

Reconciliation

5	Bus Inst Access @ 24 April	£134,990.41
6	Treasurers Account @ 24 April	£27,060.61
7	TOTAL BANK ACCOUNTS	£162,051.02
8	Balance	£162,051.02

Chairman Date 24 April 2023

Susan Turner, Clerk / RFO..... Date 24 April 2023