

# MINUTES OF THE PARISH COUNCIL MEETING

MONDAY 24 JUNE 2024, Rooksdown Community Centre, 7.30pm

Parish Councillors Douglas How (DH) (Chairman for the meeting), Michael Anigbo (MA) Abimbola Bisiriyu (AB), David Knights (DK), Scott Mason (SM); Clerk Susan Turner.

2024.

**85 WELCOME & APOLOGIES** Apologies from Paul Mahoney, Simon Minas-Bound. County Cllr Arun Mummalaneni delayed due to work; arrived too late to take part in the meeting.

AGREED Vice Chairman Douglas How to chair the meeting.

**86 MINUTES OF PREVIOUS MEETING** of 20 May AGM, agreed and signed.

**87 DECLARATIONS OF INTEREST** in items on the Agenda, none.

**89 PUBLIC SESSION** No members of the public present.

**89 REPORTS TO THE MEETING** No reports received.

**90 2024 EVENTS**

**.1 Review of D-Day event**

'A success with about 120 plus attendees including children. Was really heartwarming.' Lots of positive feedback from residents.

Bamboo torches used instead of official beacon and this proved very successful, noted probably more so than the planned event.

Due to issue with the beacon – the type of gas canister listed on the PDF for the event was not compatible with the connectors needed for the actual beacon.

The small PA system was used and this the first Parish Council live-streamed event.

Congratulations and thanks to all involved.

**.2 The beacon** is in storage in the Mill Road store.

**.3 PC / PTA Summer Event Saturday 13 July** 1pm to 4pm (anticipate set up from 11am).

*Report to the meeting from DK*

- All on track in terms of organisation. Will require 4K x A5 flyers.
- School PTC will organise stalls
- As much help as possible needed on the day
- Following the event, to set a date for next year, then book all well in advance.

**91 SOCIAL MEDIA POLICY**

Draft policy circulated and proposed for approval.

Comments put forward for consideration.

AGREED unanimously to approve the Policy including minor amendments as required..

**92 FINANCE AND GOVERNANCE 2024/25**

**.1 Expenditure** since last meeting of 20 May

20	ST for Electromarket (Destiny Entertainment) – PA system	£384.00
21	RCA (All Aspects) 1857 – April/May handyman	£840.00
22	GG-29192 – Newsletter - D-day and posters	£794.00
23	PGGM-2603 – Grass cutting / strimming SFx2-May	£239.40
24	All Aspects 3959 – PP allotment division	£2,930.00
25	Clerk – Salary	£720.00
26	HMRC – PAYE	£180.00
27	Webhosting 609768 – Domain renewal June24-25	£11.99
28	DK for Homebase - D-day event torches	£81.00
29	Friends of Castle Hill Rooksdown – Easter Eggs	£314.17

(Expenditure since 22 June bank reconciliation circulated)

30	Simon Chainey, Circus Skills – Deposit Summer Event	£175.00
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**.2 Accounts to date APPENDIX I Bank reconciliation** of 22 June = £157,442.73.  
(Less £175 for latest expenditure no 30 as above.)

June expenditure for approval

-	Highline Adventure – Climbing & bouldering wall deposit	£561.00	
-	AJ Gallagher – Hiscox Insurance Revised Quote	£835.45	
-	RCA (All Aspects) 1870-May/June	£616.00	
-	RCA (All Aspects) 1871-May/June	£440.00	£1,056.00
-	RCA Community Centre Hire – Summer Event	£184.00	
-	Clerk Salary	£720.00	
-	HMRC PAYE	£180.00	
-	PGGM – SF allotment fence posts & installation		
	plot 14A strim, June grass cut x 2	£3,148.20	
-	RBLI donation as agreed (ref Tommy statue)	£250.00	
-	Plus additional expenditure for Summer Event as agreed		

**.3 Budget update APPENDIX II**

**.4 Insurance renewal** confirmed; second of three-year tie in via Gallagher (Hiscox policy).  
Requoted Premium including fee and IPT = £835.45

**.5 Grant funding** – Ward Cllr Community Grant – see *item 94.2 below*.

**.6 S106 funding for allotment provision****i Allotment S106 funding we hold** – To clarify...

The bulk of this fund is from the Squirrel Wood development:

[BDB/74447](#) (Validated 2011, Granted June 2017) Outline application for the erection of 122 dwellings... Land Adjoining The Spinney, Park Prewett, Aldermaston Road.

The S106 Deed says 'towards the cost of providing, running and maintaining allotments at Rooksdown.' Transferred via BDBC to Parish Council Nov 2019 = £24,215.

This funding is now ringfenced in the Parish Council account for Allotment maintenance and improvements not eligible for funding from elsewhere.

**ii Allotment S106 funding held by BDBC – Ongoing discussion**

This is from the 'North of Park Prewett' development

[13/00579OUT](#) (Validated June 2013, granted Oct 2014) Land North of Park Prewett, Aldermaston Road. Residential development comprising up to 585 new dwellings etc...

NOTE 1 – The S106 Deed agreements says £43,596.82; the S105 allocation list says £56,053. This is because, according to BDBC Capital and Technical Accountant:

*'There is a timing difference between the drawing up of the S106 and date the contribution can be collected from the developer. Where there is this difference, the council applies an indexation rate commonly a BICS one against the contribution. For this contribution the council collected an additional £12,456.23.'*

NOTE 2 – Ongoing questions raised with the Spend Officer (Mark Littlefield) re the use of the fund. Advice sought from Legal 'confirms' the funding can only be for new provision:

*'It should be for additional allotment provision and improvements to provision / facilities. It should not be used for general maintenance of allotments e.g. revenue spend. S106 funding is classed as capital spend.'*

However (similar to BDB/74447) the S106 Deed for [13/00579OUT](#) SAYS; 'a contribution towards the cost of providing, running and maintaining allotments in the locality of the Site together with an allotment area on site comprising a minimum of 1250 square metres.'

**APPENDIX III.**

NOTE 3 – The wording of the Deed is supposed to be paramount. Advice is again sought from Legal.

**iii Projects eligible for 'improvements to provision' / capital spend**

NOTE 4 – Application approved to [13/00579OUT](#) S106 fund for Park Prewett plot divisions.

Application submitted in-principle for the PP Communal Area provision.

**.7 To consider donation to Royal British Legion Industries**

'Royal British Legion Industries (RBLI) is a national veterans charity supporting the Armed Forces, people with disabilities and who are unemployed.'

To consider, re question raised at the last meeting: RBLI provided a replacement Tommy statue FOC due to failure of metal at base of the original. Agreed the original potentially sub-standard, not sufficiently robust to withstand bad weather. However a win-win for Parish Council having received new statue FOC and retaining the original to be repaired. A loss to the charity.

For signature (p2 of 5) .....

- Proposed the Parish Council make a donation to RBLI in recognition / to redress the balance. Noting an insurance claim to replace the Tommy would involve excess of £250.00.
- AGREED .8 **To review, approve Parish Council Standing Orders & Financial Regulations**  
As version presently on the Parish Council website – link circulated by PM.
- AGREED Unanimously to approve without modification the current Parish Council Standing Orders and Financial Regulations as circulated, and presently published on the Website.
- NOTED New NALC Model Financial Regulations (England) (2024) were issued w/c 07 May. To consider at next review.
- .9 **Section 106 funding** secured from developments within Rooksdown – BDBC June 2024 report at **APPENDIX V**.  
Discussion – Noted that BDBC is decision-maker regarding S106 spend relating to its land. However, in past, the Open Space Spend Officer Catherine Daly has attended Parish Council meetings to seek the views of the Parish Council – and in relation to the Rooksdown Masterplan. Action, Clerk to follow up in relation to proposed projects.
- 93 ALLOTMENTS**
- .1 **Plot allocation** Action SM and Clerk.
- AGREED As vacant plots overgrown again: To present options to prospective plot holders: option 1 to take on as they are, no rent for first year / part year as agreed. Or option 2 to request Handyman to trim plots in preparation (cost previously = £50 per plot).
- .2 **Part Prewett toilet block**, requires cleaning implements and storage provision.
- AGREED To purchase map and bucket, and means of containing cleaning products / materials to keep them tidy. Action Clerk.
- .3 **Part Prewett – Communal maintenance** Proposal received from plotholders to collectively take over maintenance of communal space, including:  
'The allotment's WhatsApp group all agreed that adding a little shed at the back of the toilet would be a fantastic addition, equipped with a lawnmower and a few organising tools (eg, a rake). Between all of us, we can help to kit out the allotment. One suggestion was to have an electric lawnmower with an available plug in the shed for charging, which will complement the allotment's environmental focus... Please do not hesitate to get in touch if there is anything we can help with or someone to bounce ideas from.'
- ACTION To arrange site meeting with allotment holders, prepare proposal. Action SM, Clerk.
- 94 PROJECTS UPDATE**
- .1 **Sherborne Fields – Update on new plot fence posts**  
Completed to date **APPENDIX VI**  
New posts installed (05 and 24 June) for all plot holders who requested prior to then.  
Totals: 95 new posts installed; 13 new posts supplied (the latter to plots 5 and 6).  
Plots completed – 2, 3, 5, 6, 7, 8A, 9A&B, 11A&B, 12A, 13A, 14A&B, 15A&B, 16B.  
Total cost so far: £2,684.00. At present holding 35 spare posts  
Works outstanding  
- Fencing to be removed for one plot 13B.  
- Further requests for fence posts: plot 8B, plot 10A.  
The quarter plots either not responded or requested not to touch the fencing.  
Plots 4, 10B, 12B, 16A, no response. Noting 16A has own replacement fencing, chasing email to be sent to the other three; then end of project. Date for final work at the moment, 19 August.  
Noted – Strimmed vacant plot 14A (visit of 04 June.).
- .2 **Proposed enhancements to new speed camera**  
Noting this is a battery-powered SID (Speed Indicator Device); 300mm display, flashes up driver speed and 'slow down' for speeding vehicles; supplied with one battery and battery charger; plus post mounting-plate and brackets for 76mm posts; purchase price £2,250.  
Background – We have recently been gifted a Speed Camera by Taylor Wimpey

The camera is a battery powered Speed Indicator Device (SID) which displays speeds over certain limits and the message to slow down.

- The camera is very basic and does not provide any MI.
- The security of the camera is questionable, with the standard nuts provided with the unit & the way it is affixed to a street lamp.
- As part of preparation of this request, have contacted the camera manufacturer Stocksigns Ltd.

Recommendations

- To increase security of the camera unit would need to purchase some M8 security nuts (which can be purchase off Amazon for c£10 each) – Recommending purchase 6 x c10 each = £60
- To capture data would need an upgrade – Recommending purchase - £300 + VAT = £360
- To enable the unit to be moved regularly around the development, it would be helpful to purchase additional plates for the camera to be mounted £100 + VAT each. Recommending purchase x2 = £200 + VAT = £240
- To purchase a second battery - £95 + VAT. Recommending purchase x 1 = £95 + VAT = £114

Recommended expenditure = c£774 **APPENDIX VII.**

- AGREED Suitable for funding request to Ward Councillor Community Grant Fund. Action Clerk.
- .3 Tommy statue – Lighting** – Ref email (PM) 20 June: 'The grass was cut in Rooksdown earlier in the week... one of the mini flood lights broken and the wires left exposed.' Noted that the Tommy and plinth was installed with the permission of BDBC. The solar lighting, as it is, is vulnerable to the mower / grass cutting contractor; also a potential trip hazard. Potential for a guard rail? Potentially the Parish Handyman could strim the area? – to ensure the lights are visible and the contractor won't need to mow so close.
- AGREED Item deferred.
- .4 Proposal for new footway adjacent to Parklands** Based on approximate length and width of the path, and based on costs for previous, similar jobs, BDBC estimate for the cost of the path = £22,000.'
- NOTED Principal Landscape Officer / Spend Officer for S106 Open Space (Catherine Daly) has on file that the Parish Council would like to prioritise the creation of this footway.  
[Recap](#) BDBC has no current budget but S106 database shows open space contribution awaited (not yet paid) of £17,643.00 which could be used towards this when received.  
When this might be 'will be linked to triggers for either the level of completion or the number of occupations on the site'. Awaiting update as to possible timescales.
- OPTIONS 1. For the Parish Council to confirm it will make up the shortfall of c £4,357. This will enable the project to happen 'more quickly' subject to receipt of the £17,643.00.  
2. For BDBC to 'target any other S106 scoping towards the same improvement work project', timescale unknown.
- .5 Car park on Peggs Way** Update on handover – Deferred to next meeting.
- .6 Main Hall** No further update. Most recent positive update as Minutes September 2023 'As at 11 September, Galamast has submitted final calculations / spec – for required additional works / ventilation – to NHBC and waiting on what they hope will be approval in line with 2022 Building Regs. On approval they have about two weeks' work. This required to achieve final sign-off from NHBC for the building as a whole.'
- 95 PLANNING** – Planning update **APPENDIX VIII** – No new applications for discussion –  
**To note – Local Plan Update** – recent call for sites for Gypsy and Traveller sites.
- 96 COUNCILLOR TRAINING**  
Courses discussed: Knowledge & Core Skills (introductory Councillor course); introductory courses for Finance and for Planning.
- AGREED Suitable course dates to be agreed and booked. Action MA, AB, Clerk.
- 97 FURTHER UPDATES / REPORTS**
- .1 Update on Clerk & RFO recruitment** HR Committee to agree interviewing process.
- .2 Tree in verge beside Pumphouse Way** adjacent to playground. One of number of small trees lining road, but with foliage / branches low to the ground and blocking driver visibility, causing drivers to put out into the road around it. Needs crown lifting and cutting back. **APPENDIX IX.** This road thought not to be adopted – developer responsibly. Permissions needed to cut it back?

For signature (p4 of 5) .....

- .3 **Pumphouse Way playground** Re requested path extension; no further update.
- .4 **Fence down around old Barn** – noted this has been fixed. Also question re the plastic sheeting not securely fixed, meeting with BDBC planning enforcement?
- .5 Items for inclusion on the next meeting Agenda.

**98 NEXT PARISH COUNCIL MEETINGS**

No August meeting

September onwards, fourth Monday of month, 7.30pm, Community Centre  
23 September, 28 October, 25 November.

For signature (p5 of 5) ..... Date *22 July 2024*

**APPENDIX I: ACCOUNTS TO DATE**

**ROOKSDOWN PARISH COUNCIL INCOME 2024/25 - 23 June**

Balance brought forward 1st April 2024									£141,225.82
Date	Item	Precept	Grants	Allotment SF	Allotment PP	CIL	Vat reclaim	Bank Interest	Total Receipts
05/04/24	VAT reclaim 2022/23						£1,059.50		
05/04/24	VAT reclaim 2023/24						£4,475.83		£5,535.33
15/04/24	CIL-BDBC ref					£1,898.51			£1,898.51
29/04/24	Half Precept and Litter Grant	£19,004.00	£2,925.00						£21,929.00
07/05/24	Ward Cllr Grant 2023/24		£290.00						£290.00
2024-25	Bank Interest							£488.32	£488.32
<b>Total</b>		<b>£19,004.00</b>	<b>£3,215.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,898.51</b>	<b>£5,535.33</b>	<b>£488.32</b>	<b>£30,141.16</b>

RECEIPTS & PAYMENTS SUMMARY	
Bal brought forward 1st April 2024	£141,225.82
Plus income to date	£30,141.16
Minus expenditure to date	£13,944.45
<b>Balance</b>	<b>£157,422.53</b>
BANK RECONCILIATION	
Bus instant	£156,959.38
Treasurers	£463.15
<b>Balance</b>	<b>£157,422.53</b>

**TREASURERS ACCOUNT** 30-90-53 028963  
ROOKSDOWN PARISH COUNCIL

**£ 463.15** Current balance

**£463.15** Available funds

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ROOKSDOWN PARISH COUNCIL

**£ 156,959.38** Balance

**ROOKSDOWN PARISH COUNCIL - EXPENDITURE 2024/25 - 23 June**

No	Invoice Date	Paid Date	Supplier	Description	Salary	Finance / Governance	Office Admin	Equipment, event support	IT/Software	Parish Upkeep (Handyman)	Maintenance General	Print	Community	Events	Project	Allotment Project (PP)	Allotments Sherborne	VAT	Total	
1	15/03/24	02/04/24	RCA (All Aspects)	1815 March						£600.00									£600.00	
2	MAR	02/04/24	Clerk	Salary Mar	£720.00														£720.00	
3	MAR	02/04/24	HMRC	PAYE Mar	£180.00														£180.00	
4	MAR	02/04/24	HMRC	Nat insurance 23/24 x 12	£235.20														£235.20	
5	26/11/23	02/04/24	ST for RBL Trading Ltd	Wreath									£25.00						£25.00	
6	24/03/24	02/04/24	ST-FireProtectionOnlineLtd	2x metal fire buckets													£30.91	£6.18	£37.09	
7	25/03/24	02/04/24	GG 2.650copies	Mar-Spring-NL								£731.50							£731.50	
8	01/02/24	30/04/24	PM for WebhostingUK	DomainREG(02/03/23-01/03/24)		£44.92												£8.98	£53.90	
9	04/04/23	30/04/24	HALCNALC-6463	Subs 2024/25	£1,123.00														£1,123.00	
10	12/04/24	30/04/24	Community Centre	RCA meeting hire			£309.00												£309.00	
11	12/04/24	30/04/24	Community Centre	RCA Office rent			£184.50												£184.50	
12	16/04/24	30/04/24	RCA (All Aspects)	1841 Mar-April						£1,000.00									£1,000.00	
13	16/04/23	30/04/24	Mulberry&Co	Internal audit		£243.75												£48.75	£292.50	
14	22/04/23	30/04/24	JLD-HighSt-Vouchers	PhotographyComp1-prizes									£100.00						£100.00	
15	26/04/24	30/04/24	21CC-Group	D-day-80-gas-beacon				£549.00										£109.80	£658.80	
16	27/04/24	30/04/24	PGGM-2564	Grass/SFx2													£199.50	£39.90	£239.40	
17	APRIL	30/04/24	Clerk	Salary	£720.00														£720.00	
18	APRIL	30/04/24	HMRC	PAYE	£180.00														£180.00	
19	15/04/24	02/05/24	DM Payroll	Payroll admin 2024/25			£180.00												£180.00	
							£120.00												£60.00	
20	12/05/24	29/05/24	Electromarket(DestinyEnt)	PA system & Speakers											£320.00			£64.00	£384.00	
21	14/05/24	29/05/24	RCA (All Aspects)	1857 April/May						£840.00									£840.00	
22	17/05/24	29/05/24	GG-29192	NewsletterD-day+posters								£794.00							£794.00	
23	25/05/24	29/05/24	PGGM-2603	Grass/SFx2May													£199.50	£39.90	£239.40	
24	28/05/24	29/05/24	All Aspects 3959	PP allotment division												£2,930.00			£2,930.00	
25	MAY	29/05/24	Clerk	Salary	£720.00														£720.00	
26	MAY	29/05/24	HMRC	PAYE	£180.00														£180.00	
27	13/05/24	07/06/24	Webhosting 609768	Domain renewal June24-25		£9.99												£2.00	£11.99	
28	07/06/24	07/06/24	DK-Homebase	D-Day torches										£67.50				£13.50	£81.00	
29	11/06/24	11/06/24	Friends of CastleHill	EasterEgg event										£314.17					£314.17	
<b>TOTAL</b>					<b>£4,058.20</b>	<b>£298.66</b>	<b>£553.50</b>	<b>£549.00</b>	<b>£0.00</b>	<b>£2,440.00</b>	<b>£0.00</b>	<b>£1,525.50</b>	<b>£125.00</b>	<b>£381.67</b>	<b>£320.00</b>	<b>£2,930.00</b>	<b>£429.91</b>	<b>£333.01</b>	<b>£13,944.45</b>	
No	Invoice Date	Paid Date	Supplier	Description	Salary	Finance / Governance	Office Admin	Equipment, event support	IT/Software	Parish Upkeep (Handyman)	Maintenance General	Print	Community	Events	Project	Allotment Project (PP)	Allotments Sherborne	VAT	Total	
30	20/06/24	22/06/24	SJChainey	CircusSkills-Deposit-Event	AWAITING APPROVAL										£175.00					£175.00

## APPENDIX II: BANK RECONCILIATION

ROOKSDOWN PARISH COUNCIL		
BANK RECONCILIATION – 23 JUNE 2024		
<b>Receipts and payments summary</b>		
1	Balance Brought Forward from 2023/24	£141,225.82
2	Plus Income to date	£30,141.16
3	Less Expenditure to date	£13,944.45
4	Balance	£157,422.53
<b>Reconciliation</b>		
5	Bus Inst Access	£156,959.38
6	Treasurers Account	£463.15
7	TOTAL BANK ACCOUNTS	£157,422.53
8	Balance	£157,422.53
<p>Chairman <span style="float: right;">Date 24 June 2024</span></p> <p>Susan Turner, Clerk / RFO <span style="float: right;">Date 24 June 2024</span></p>		

**TREASURERS ACCOUNT** 30-90-53 028963  
**ROOKSDOWN PARISH COUNCIL**

**£ 463.15** Current balance

£463.15 Available funds ?

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**ROOKSDOWN PARISH COUNCIL**

**£ 156,959.38** Balance

**APPENDIX II.I: BUDGET 1 -MAIN BUDGET - AND LATEST ESTIMATE**

<b>ROOKSDOWN (MAIN BUDGET) - Y/E; TO-DATE; LATEST EST @ 23 JUNE</b>				
EXPENDITURE (MAIN BUDGET)	2023/24 Y/E	2024/25 TO DATE	Latest Estimate	2024/25 BUDGET expend
CLERK'S SALARY	£9,000.00	£4,058.20	£11,850.00	£11,850.00
EXPENSES			£250.00	£250.00
TRAINING			£1,000.00	£1,000.00
FINANCE/GOVERNANCE	£2,582.16	£298.66	£3,000.00	£3,000.00
OFFICE / ADMIN	£858.43	£553.50	£700.00	£700.00
Equipment, event supplies	£510.50	£549.00	£549.00	£500.00
Software / IT	£604.28		£700.00	£700.00
<b>HANDYMAN (LM)</b>	<b>£9,530.00</b>	<b>£2,440.00</b>	<b>£11,000.00</b>	<b>£11,000.00</b>
<b>MTNANCE OTHER</b>			£650.00	£650.00
<b>PRINT</b>	<b>£2,304.50</b>	<b>£1,525.50</b>	<b>£3,000.00</b>	<b>£3,000.00</b>
<b>GRANTS / COMMUNITY</b>	<b>£200.00</b>	<b>£125.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>
<b>EVENTS</b>				
Easter Hunt		£314.17	£314.17	£400.00
Coronation	£5,030.72			
D-Day 80		£67.50	£67.50	£1,500.00
Sports Day			£400.00	£400.00
Summer Event July			£5,000.00	£4,000.00
Car boot				£500.00
Halloween / Diwali				£500.00
Remembrance			£150.00	£150.00
Christmas Fair	£763.56		£2,000.00	£2,000.00
Xmas tree& lights			£1,560.00	£1,560.00
Mothers Day			£100.00	£100.00
<b>Total 'Main budget' expenditure</b>	<b>£31,384.15</b>	<b>£9,931.53</b>	<b>£45,290.67</b>	<b>£46,760.00</b>
<b>INCOME (MAIN BUDGET)</b>	<b>2023/24 YE</b>	<b>2024/25 TO DATE</b>	<b>Latest Estimate</b>	<b>2024/25 BUDGET income</b>
PRECEPT	£39,630.00	£19,004.00	£38,008.00	£38,008.00
LITTER GRANT	£2,925.00	£2,925.00	£2,925.00	£2,925.00
CORONATION GRANT	£1,500.00			
BANK INTEREST	£1,511.72	£488.32	£1,500.00	£1,000.00
<b>Total 'Main budget' income</b>	<b>£45,566.72</b>	<b>£22,417.32</b>	<b>£42,433.00</b>	<b>£41,933.00</b>
<b>BUDGET Surplus/(Deficit)</b>	<b>£14,182.57</b>	<b>£12,485.79</b>	<b>£2,857.67</b>	<b>£4,827.00</b>



<b>APPENDIX II.II: BUDGET 2</b>
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<b>RD PROJECTS (GRANT/S106 FUNDED) - Y/E; TO-DATE; LATEST EST @ 23 JUNE</b>					
PROJECT EXPENDITURE	2023/24 YE		2024/25 TO DATE	Latest Estimate	2024/25 BUDGET expend
MAIN HALL				£52,000.00	£52,000.00
PA equip			£320.00	£320.00	
QGC - Hawthorn trees	£1,200.80				£0.00
Christmas tree & lights	£1,560.00				£0.00
Tommy install & plaque	£2,379.00				£0.00
Guard Rail contribution	£9,200.00				£0.00
Allotment S106 (PP)			£2,930.00	£28,000.00	£28,000.00
<b>Total project expenditure</b>	<b>£14,339.80</b>		<b>£3,250.00</b>	<b>£80,320.00</b>	<b>£80,000.00</b>
PROJECT INCOME	2023/24 YE		2024/25 TO DATE	Latest Estimate	2024/25 BUDGET expend
WardCllr Xmas lights	£460.00				
WardCllr QGC tree guard			£290.00	£290.00	
CountyCllr - Tommy install	£500.00				
CountyCllr - PA System	£414.00				
Returned funds - Legal MainH	£1,000.00				
Allotment S106				£28,000.00	£28,000.00
<b>Total project income</b>	<b>£2,374.00</b>		<b>£290.00</b>	<b>£28,290.00</b>	<b>£28,000.00</b>
<b>PROJECT Surplus/(Deficit)</b>	<b>£11,965.80</b>		<b>£2,960.00</b>	<b>£52,030.00</b>	<b>£52,000.00</b>

**NOTES**

Main Hall - £52K from Parish Council funds allocated for non-S106 expenditure

Allotments S106 - allocated £28K of c£56K - held by BDBC (Mark Littlefield)

<b>RD - ALLOTMENT BUDGET - Y/E; TO-DATE; LATEST EST @ 23 JUNE</b>					
ALLOTMENT EXPENDITURE	2023/24 YE		2024/25 TO DATE	Latest Estimate	2024/25 BUDGET expend
Maintenance (SF)	£2,331.50		£429.91	£10,000.00	£4,000.00
Refund	£87.50				
Park Prewett (project)	£714.96				
<b>Total allotment expenditure</b>	<b>£3,133.96</b>		<b>£429.91</b>	<b>£10,000.00</b>	<b>£4,000.00</b>
ALLOTMENT INCOME	2023/24 YE		2024/25 TO DATE	Latest Estimate	2024/25 BUDGET expend
Sherborne Fields Rent	£1,032.50			£1,050.00	£1,050.00
Sherborne Fields deposit	£87.50				
Park Prewett rent	£345.00				
Park Prewett deposit	£225.00				
<b>Total allotment income</b>	<b>£1,690.00</b>		<b>£0.00</b>	<b>£1,050.00</b>	<b>£1,050.00</b>
<b>ALLOTMENT Surplus/(Deficit)</b>	<b>£1,443.96</b>		<b>£429.91</b>	<b>£8,950.00</b>	<b>£2,950.00</b>

ALLOTMENT FUND 31/03/23

£25,805.00    £24,361.04    £23,931.13    £15,411.04

NOTES: Plot fencing not eligible for S106 (as advised ML, will submit in any case - to test)

<b>APPENDIX II.III: BUDGET 3</b>
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<b>ROOKSDOWN BUDGET / TOTALS Y/E; TO-DATE; LATEST EST @ 23 JUNE</b>					
TOTAL EXPENDITURE	2023/24 YE		2024/25 TO DATE	Latest Estimate	2024/25 BUDGET expend
Total budget expenditure	£31,384.15		£9,931.53	£45,290.67	£46,760.00
Total project expenditure	£14,339.80		£3,250.00	£80,320.00	£80,000.00
Total allotment expenditure	£3,133.96		£429.91	£10,000.00	£4,000.00
Total VAT expenditure	£4,475.83		£333.01	£333.01	
	£53,333.74		£13,944.45	£135,943.68	£130,760.00
TOTAL INCOME	2023/24 YE		2024/25 TO DATE	Latest Estimate	2024/25 BUDGET expend
Total working budget income	£45,566.72		£22,417.32	£42,433.00	£41,933.00
Total project income	£2,374.00		£290.00	£28,290.00	£28,000.00
Total allotment income	£1,690.00			£1,050.00	£1,050.00
CIL INCOME	£1,898.51		£1,898.51	£1,898.51	
VAT INCOME	£0.00		£5,535.33	£5,868.34	
	£51,529.23		£30,141.16	£79,539.85	£70,983.00
TOTAL Surplus/(Deficit)	£1,804.51		£16,196.71	£56,403.83	£59,777.00
BAL TO TAKE OVER					
	£143,030.33	£141,225.82	£157,422.53	£84,821.99	£81,448.82
<b>RD ESTIMATED RESERVES - end 2024/25</b>					
General reserve (= level precept)			£38,008.00		
CIL			£3,797.02		
Allotment Fund			£15,411.04		
Election reserve			£2,000.00		
			SUB TOTAL	£59,216.06	
Bus shelters			£16,000.00		
Fund for woodland path by Parklands			£9,605.93		
				£84,821.99	
Allotment S106 funding to claim	TOTAL		£56,053.05		
13/00579 (Land North of Park Prewett)	LESS		£28,000.00		
	REMAINING		£28,053.05		

APPENDIX III: FROM 13/00579OUT S106 DEED OF AGREEMENT

14	Open Space Contribution	30	£11,606.00 as a contribution towards the cost of providing running and maintaining open space upon or in the locality of the Site.  Together with 2 Kickabout Areas on site	Parks & Open Spaces Development Officer (01256) 845 407
14	Allotments	30	£43,596.82 as a contribution towards the cost of providing running and maintaining allotments in the locality of the Site together with an allotment area on site comprising a	Allotment Liaison Officer 01256 845 435

4

BDW –North of Park Prewett – XN021801

			minimum of 1250 square metres	
14	Equipped Play Provision	30	3 x LEAPs	Parks & Open Spaces Development Officer (01256) 845 407
14	Playing fields	30	£304,385.00 as a contribution towards the cost of providing running and maintaining playing fields.	Facilities Monitoring and Planning Officer (01256) 845284
15	On Site Open Space	33	Tree Works Plan and Open Space Plan shall be submitted to and approved in writing by the Planning Development Manager prior to commencement of development of each phase	Parks & Open Spaces Development Officer (01256) 845 407

## APPENDIX IV MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

The Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations.

NOTES FOR THE FULL DOCUMENT – This is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes. – Bold text indicates legal requirements, which a council cannot change or suspend.\*

\*\*\*\*\*  
\* BELOW IS AN EXTRACT COMPRISING ONLY THE LEGAL REQUIREMENTS

### 1. GENERAL

- 1.6. The council must not delegate any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - the outcome of a review of the effectiveness of its internal controls
  - approving accounting statements
  - approving an annual governance statement
  - borrowing
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations from the internal or external auditors

### 2. RISK MANAGEMENT AND INTERNAL CONTROL

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.
- 2.5. The accounting control systems determined by the RFO must include measures to:
- ensure that risk is appropriately managed;
  - ensure the prompt, accurate recording of financial transactions
  - prevent and detect inaccuracy or fraud; and
  - allow the reconstitution of any lost records
  - identify the duties of officers dealing with transactions and
  - ensure division of responsibilities.

### 3. ACCOUNTS AND AUDIT

- 3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:
- day-to-day entries of all sums of money received and expended by the council and the matters to which they relate
  - a record of the assets and liabilities of the council
- 3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.
- 3.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit

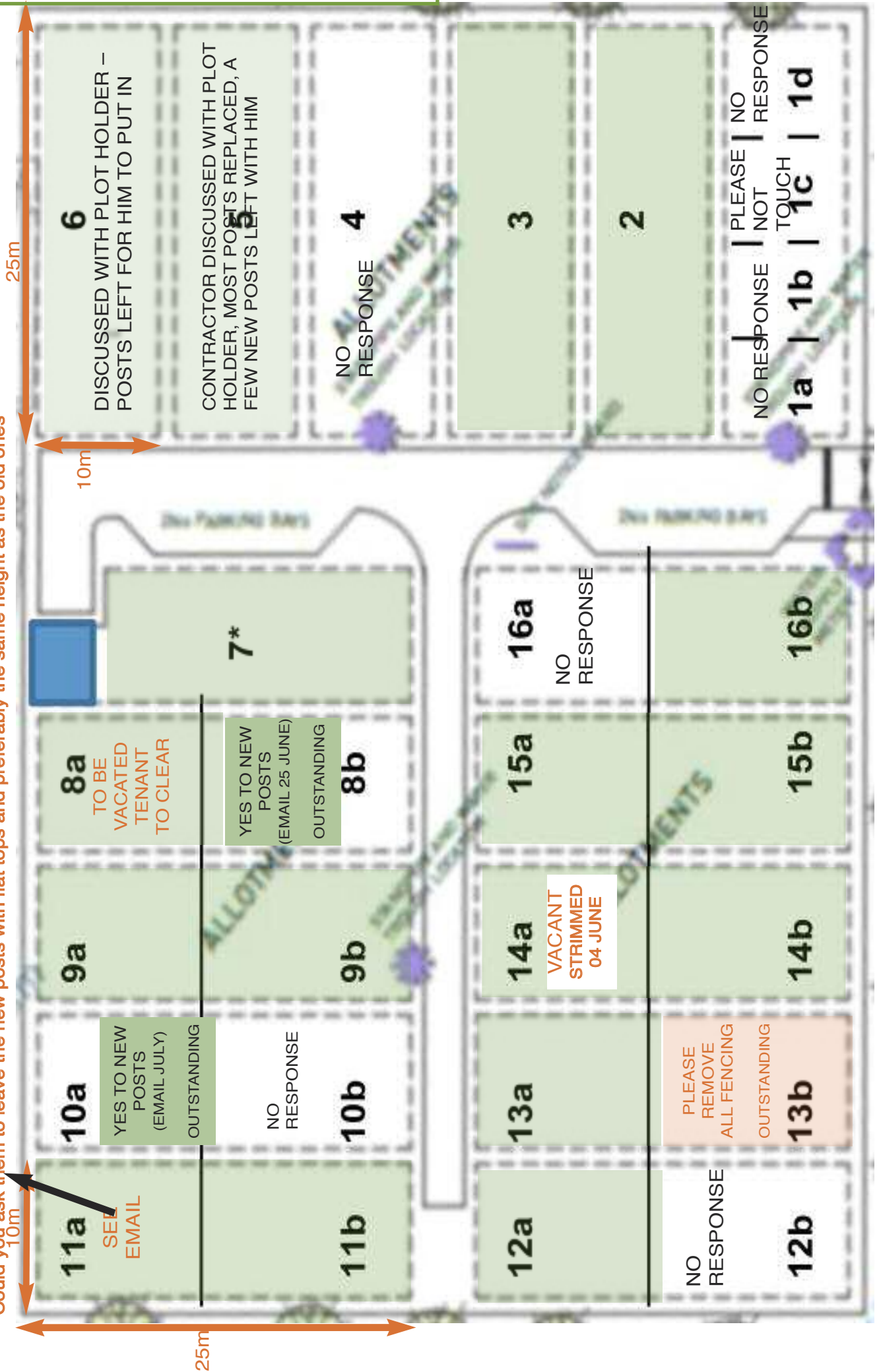
### 4. BUDGET AND PRECEPT

- 4.1. Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.
- 4.8. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.
- 4.9. To issue the precept to the billing authority no later than the end of February

### 5. PROCUREMENT

- 5.1. Members and officers are responsible for obtaining value for money at all times.
- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.
11. Payment of salaries and allowances
- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

MESSAGE FROM 11a would you please ask them simply install the new posts in between the old ones and leave the old ones in situ. When they do go I will then take them out. No need to bother with the boards. Could you ask them to leave the new posts with flat tops and preferably the same height as the old ones



## APPENDIX VII

# PRICE GUIDE



**SID**  
Speed Indicator Device



**SLR**  
Speed Limit Reminder



**SAM**  
Smiley Activated Sign



**20/30**  
Urban Speed Sign

We have created our Vehicle Activated Speed signs to be as user friendly as possible and we reflect this in our pricing. That is why we have priced all our Vehicle Activated Speed Signs the same. This means there is no price barrier between your desired type of LED speed sign.

All prices stated below are exclusive of VAT

<b>Vehicle Activated Speed Sign</b>	<b>£2,250.00</b>
<b>Mains Powered</b>	<b>no extra cost</b>
<b>Battery Powered</b>	<b>no extra cost</b>
<b>Solar Powered</b>	<b>+ £625.00</b>
<b>Optional Data Capture Function</b>	<b>+ £300.00</b>
<b>Bluetooth Remote Data Download (module and antenna)</b>	<b>+ £275.00</b>

## OPTIONAL EXTRAS

<b>Additional Rechargeable Battery 12V 22Ahr</b>	<b>£95.00</b>
<b>Additional Battery Charger</b>	<b>£65.00</b>
<b>Additional Post Mounting Plate with 2 x 76mm post clips</b>	<b>£100.00</b>
<b>Additional Pair of 76mm stainless steel post clip</b> (includes bolts, washers and nuts)	<b>£7.56</b>
<b>Pair of 89mm stainless steel post clip</b> (includes bolts, washer and nuts)	<b>£12.88</b>
<b>VAS Snap Camera</b>	<b>£925</b>

<b>Delivery</b>	<b>POA</b>
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All Vehicle Activated Speed Signs are held in stock and will be delivered to a mainland UK address within 4 working days.

\*Important Note: Messagemaker Displays and Stocksigns Ltd recommend the SAM sign is not used on the public highway; it is designed for use on private roads.

The new Urban Speed VAS, able to display 20 or 30 mph speed limit reminders, is accompanied with TSRGD numerals and symbols to keep up to date with the consistency of the UK Highways.



The VAS Snap Camera will provide further incentive for motorists to reduce their speed, as well as allowing you to highlight repeat offenders.

## INCLUDED WITH EVERY SIGN

Vehicle detection radar  
(internally fitted)

Trigger speed selection switch  
(internally fitted)

1 x Post mounting plate

2 x 76mm diameter stainless steel post clips  
(other sizes available to purchase)

6 Year Warranty

## APPENDIX VIII PLANNING UPDATE 22 JUNE 2024

### NEW APPLICATIONS SINCE LAST MEETING

No new applications

### APPLICATIONS PENDING OR RECENTLY DECIDED

24/00067/FUL (**Pending**, Validated 15 Jan 2024) Retail 2 Greenlands Road, Change of use from Use Class A1/A3 to Use Class E - Dentists. [Class E - Commercial, Business and Service.] (Two public comments, one supporting.)

### ENFORCEMENT

Enforcement notice issued 10 April 2024)

EC/22/00020/BOC3 (Received 01 Feb 2022) Notice Issued 10 April 2024, 19 Balsan Close. Breach of conditions 3, 4, 5 and 6 of 19/01173/HSE and erection of outbuilding without planning permission.

22/01631/RET (refused 25 October 2022) 19 Balsan Close. Erection of outbuilding.

Email from BDBC 31 Oct 2023 : 'We have progressed the Enforcement case and have asked our legal department to draft and prepare an Enforcement Notice which would require the removal of the Shed and reinstatement of the land. The reason for the delay was some discussions taking place around if this was going to be removed voluntarily or if legal means were required. I have asked for an update as to when the notice will be ready and once served updates can be provided.'

### WOOTTON ST LAWRENCE WITH RAMSDELL CP.

23/03012/FUL (**Pending**) (Validated 05 Dec 2023) Solar farm and associated development | Land At Hook Lane Malshanger: Parish: WOOTTON ST LAWRENCE WITH RAMSDELL CP. Consultation to 23/05/2024

### SHERBORNE ST JOHN APPLICATIONS

23/02628/FUL (**Pending**, Validated 24 Oct 2023). Land At Aldermaston Road, Sherborne St John. New roundabout junction connecting to the A340 Aldermaston Road to create new access and associated highway improvements, including new footway provision and 2no bus stops. (107 public comments to date, 106 objecting @ 24 March) PC Objection response. Highways holding objection.

23/02622/OUT (**Pending**, Validated 19 Oct 2023) Land At Aldermaston Road, Sherborne St John Hampshire. Outline planning application for up to 220 homes, with vehicular access from Aldermaston Road (A340), and the provision of; cycle and pedestrian accesses, open space, landscaping, SuDS, and other associated infrastructure. (126 public comments to date, 124 objecting @ 24 March). Noise assessment on website 24 April 2024

23/00205/OUT (**Pending**, Validated 30 Jan 2023) Land At Kiln Farm, Kiln Road, Sherborne St John, Outline planning application with all matters reserved except access for up to 350 dwellings, landscaping, public open space and associated infrastructure. (Public comments to date 369,(367 objecting).

**APPENDIX IX** OUTGROWING TREE IN VERGE BESIDE PUMPHOUSE WAY

