

# MINUTES OF THE PARISH COUNCIL MEETING

MONDAY 22 APRIL 2024, Rooksdown Community Centre, 7.30pm

Present: Parish Councillors Paul Mahoney (PM) (Chairman), Michael Anigbo (MA), Abimbola Bisiriyu (AB), Douglas How (DH), Jessica Lewis-Dalgarno (JLD), Scott Mason (SM)  
Clerk Susan Turner. Guest: Ward Councillor Simon Minas-Bound

2024.

**47 WELCOME & APOLOGIES** Apologies received from David Knights.  
Nsima Udoh absent.

**48 DECLARATIONS OF INTEREST** in items on the Agenda, none

**49 MINUTES OF PREVIOUS MEETING** of 25 March agreed and signed.

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

**51 REPORTS TO THE MEETING**

**.1 Chairman's report**

i Rooksdown Reporter distribution – A time-consuming task, to consider future distribution by Royal Mail or a specialist leafletting company.

TO RECORD thanks to Parish Councillors who delivered the *Reporter* Spring Issue.

ii The Tommy statue has been weakened by stormy weather over the winter months; the ironwork failed at the base due to repeated movement. **APPENDIX I.**

AGREED by all – as agreed by supplier – RBL Industries will provide a replacement.

RBLI do not require the damaged Tommy Statue back and resident (Trevor Jacobs) has offered to weld the installation and make it more secure; this will then be installed somewhere else in Rooksdown

iii Speed Indicator Device (SID) received by the Parish Council from Taylor Wimpey as a gesture of goodwill given the inconvenience experienced by residents in Rooksdown by the delay of the Southern Area and The Avenue..

TO RECORD thanks to Taylor Wimpey (though the provision is overdue, promised to us in 2016).

Noted this is a battery-powered SID; 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; total value £2,250. Actions – Clerk to add to the Insurance register; PM and SM to consider how / where the sign to be installed.

iv Planning enforcement

[22/01631/RET](#) (validated 09 Aug 2022, refused 25 Oct 2022) 19 Balsan Close. Erection of outbuilding. (Appeal APP/H1705/D/23/3314739 dismissed 27 Jul 2023)

Noted a BDBC enforcement notice recently issued, the notice taken down the same day. BDBC confirm that they have their evidence for proof of service and the fact that the site notice has been removed does not impact upon the process, the landowner and occupiers were also served and an electronic Enforcement Notice also sent to their email on file. Once the notice takes effect on 22 May, the landowner will have three months to remove the outbuilding from the land. If this is not appealed (before the 22 May) or complied with by 22 August, then next steps are to consider prosecution for non-compliance with an Enforcement Notice

TO RECORD The Parish Council's ongoing objections to the outbuilding, and to non-compliance with planning enforcement.

v Homes England The Chair has written to his previous contact at HE to explain the issues experienced since he had changed role. Proposal to set up a meeting to discuss all outstanding issues, eg 'new development' signage for DWH; ongoing issues with DWH, questions re land ownership and transfer status of various pockets of land across the Parish.

ACTION All to consider outstanding issues, where action / clarification needed. Chair to suggest dates for a meeting.

For signature (p1 of 6) .....

- .2 HR Committee report** Agreed by HR Committee meeting of 18 April that present Clerk will be in post until 31 July. To discuss advertising for new Clerk at closed Agenda item 65.
- .3 Ward Councillor report and discussion**
- i Squirrel Wood resident(s) really appreciate receiving the *Rooksdown Reporter*, recognising that they are not resident within the Parish.  
Communal snagging list for Squirrel Wood developer – to be raised with Homes England.
  - ii Hampshire Hospitals consultation on staff parking permits. Potential impact on local residential areas. Action – Clerk to request copy of Ward Councillor response.
  - iii Local policing issue recently of young people from outside Rooksdown instigating problems. PC Tom Richards is the new Dedicated Neighbourhood Officer (DNO) for Rooksdown, Winklebury and Buckskin **APPENDIX II**. *tom.richards@hampshire.police.uk*
  - iv Community Speedwatch PC Richards is keen to train more volunteers, have more locations approved. Hand held radar devices 'speed guns' are now available for Community Speedwatch giving more flexibility, less space required than for the larger sign. Suggestion to apply for a Ward Cllr Community grant as soon as this year's scheme opens (June).
  - v BDBC waste and recycling collection vehicles have now all (successfully) switched from diesel to HVO (hydrogenated vegetable oil).
  - vi Sir Harold Gillies bench – Moved by Land Trust from original location at Gillies Drive due to neighbour complaint. Relocated to new green space and settlement pond in Gillies Meadow.
  - vii Public art / Sculptures x two – one flying bat and one hanging bat: 'Crafted in metal, they need to be hung high in a tree where no one can reach them.' Intended for installation in line of Beech trees by ?? but this land not transferred to the Land Trust. Question now as to where they can go? Requires big trees, to be on BDBC land; looking for locations, maybe the Copper Beech in corner of Rooksdown Park, a distinctive landmark in its own right. Ward Councillors to seek resident feedback **APPENDIX III**.
  - viii Scotts Pines alongside Park Prewett allotments Question re line of dying trees raised with BDBC tree officer. It is thought the landowner is Homes England (HE). To be added to the discussion list at 51.v above. HE has previously stated that areas of land they hold would be handed over to BDBC, not to a management company.

## 52 HOUSING ASSOCIATIONS – BUILDING UPKEEP

Email contact received from resident in response to March *Reporter* article on DWH.

'Drawing attention to bad state of building repair in other parts of RD.'

Citing in particular

*'...flats on Park Prewett Road just down from the Co-op... There are the flats at the site of the red telephone box... the plaster has fallen from the external walls and in recent storms more fell off. This has remained untouched for over two years now. Scaffolding is erected outside homes and then nothing happens and the scaffolding remains for months.'*

*'Managing agents seem to do little external redecoration... Perhaps you could devote the next edition of the Reporter to these issues calling the necessary agents etc to account with appropriate photos. And perhaps you could call all responsible managing agents to a public meeting and advertise it widely.'*

Emailed response to resident advised that the Parish Council would discuss at meeting and provide a written update.

### Discussion

- Within the last six months Ward Councillors have written to all the Housing Associations (HAs) in Rooksdown. Home Group and First Port have the largest presence. Home Group have a good housing officer, but now based in Reading. They do now have a costed programme for work; parts of the estate reaching an age that this external maintenance overdue. Apartment blocks have a larger visual impact, the HA houses are often overlooked.
- Complex picture in Rooksdown because 10-12 different HAs. Plus complications of shared ownership, or in some instance may have been privately owned but subsequently bought out by the HA. Clerk to seek a map / plan of houses showing the different ownership.
- Ward Cllr MB has good contact with HG. HG are the most significant in that theirs are the apartment blocks with the greatest visual impact; they also own some of the houses.
- Suggested ways forward: Parish Council would independently follow up Ward Councillor emails to HAs – action PM; Clerk to submit request to Ward Cllr MB to for copy of emails previously sent – though in many cases sent via website contact forms.

For signature (p2 of 6) .....

- Reference the apartment block near the phone box, previous complaints about rendering falling off; to note this is privately owned.
- Also the Parish still has developer appointed privately owned housing stock – ex Taylor Wimpy – and some privately owned with managing agents.

*For Rooksdown Reporter* Potential article to illustrate awareness of residents’ concerns about the appearance and maintenance of some of the buildings in Rooksdown. To signpost where to go for information and support; how to progress enquiries and request maintenance work: *‘If looking for improvements to an apartment building you live in, these are the steps you can take...’*

ACTION Contact resident who initiated the enquiry to outline actions Parish Council will take (PM).

**53 DAVID WILSON HOMES** Update on progress and actions

- A good meeting in February; appreciated that the DWH representative was required to answer for issues he had no direct responsibility for.
- Regarding requested updates, some updates received – 40% of the issue now is lack of communication.
- Regarding lack of follow-up comments from residents – to take the view that at this point there is little more to say, no requirement for further engagement.

Action – PM to send a chaser email to DWH; to copy in or forward to Parish Councillors.

**54 YEAR END ACCOUNTS AND AUDIT (AGAR) 2023/24**

**.1 Review of Internal Audit report APPENDIX IV**  
NOTED Year-end audit points carried forward, *see also APPENDIX IV.IV*

**B. FINANCE 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 [ico.org.uk/minutesandagendas.pdf](http://ico.org.uk/minutesandagendas.pdf).’

*AGREED: Action to all to ensure this requirement is fulfilled.*

**C. RISK MANAGEMENT AND INSURANCE**

‘Based on the year end balances of circa £141,000, 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.’

*AGREED: To increase Fidelity Guarantee cover at the next insurance renewal.*

**I. BANK AND CASH**

‘The council holds two accounts with Lloyds Bank. Balances exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider opening an account with a different provider to maximise the protection available to it.’

*AGREED: To consider opening account with different provider. Noting intent to spend earmarked funds.*

**.2 Payments to year end**

No payments made to Year End further to those recorded in the March minutes.

**.3 Year End accounts APPENDIX V**

AGREED by all, signed by Chairman and Clerk.

**.4 AGAR (S1) – Annual Governance Statement** All statements read out and considered.

AGREED by all, signed by Chairman and Clerk.

**.5 AGAR (S2) – Accounting Statements**

AGREED by all, signed by Chairman and Clerk.

ACTION Clerk to submit AGAR and documents as required to external auditor.

**55 FINANCE AND GOVERNANCE 2024/25**

**.2 Accounts to date 2024/25 APPENDIX VI** Bank reconciliation = £146,275.98.  
Expenditure since last meeting – March 2024 payments

1	RCA (All Aspects) – Parish upkeep MAR	£600.00
2	Clerk – Salary MAR	£720.00
3	HMRC – PAYE MAR	£180.00
4	HMRC – Employer’s National Insurance 2023-24	£235.20
5	ST for RBL Poppy Appeal – Remembrance wreath	£25.00
6	ST for Fire Protection Online Ltd – Two x fire buckets	£37.09
7	Greenhouse Graphics for RD Reporter March	731.50

For signature (p3 of 6) .....

April expenditure approved

PM for Webhosting – Domain reg, website host	£53.90
HALC/NALC-6463 – Subscription 2024/25	£1,123.00
Community Centre RCA – meeting room hire 2024/25	£309.00*
Community Centre RCA – office rent 2024/25	£184.50*
*NOTE small increase in Community Centre rates from 01/01/2025	
RCA (All Aspects) 1841 – Mar-April Handyman	£1,000.00
Mulberry & Co – Internal audit	£292.50
JLD for Love to Shop – Photography comp-1-prizes	£100.00
21CC-Group D-day-80-gas-beacon	£658.80
PGGM-2564 Grass/SFx2	£239.40
Clerk Salary	£720.00
HMRC PAYE	£180.00
DM Payroll Payroll admin 2024/25 £180.00 less credit note for £120 (as clerk not in pension scheme)	£60.00

Income note since last meeting VAT refund £5,535.33; CIL funding £1,898.51,

**.2 Insurance renewal** from 01 June

Coming year 2024/25 will be second of three-year tie in via Gallagher (Hiscox policy).  
Levels of cover and items insured to be agreed at next meeting.

**56 EVENTS****.1 D-day 80 – Thursday 06 June** Event proposal from Mike Anigbo, discussed at the last Parish Council meeting in his absence.

MA outlined the concepts of his proposal – To raise the profile of the event for community and for charities involved. To engage community with the military history of Rooksdown, the veterans here, involve school, encourage them to eg write, read poetry.

i Beacon – To be lit 9.15pm.

The preference put forward in the proposal was for the smaller beacon to mark the symbolism of the event with a low cost device that is user friendly and can be reused.

The March Parish Council meeting agreed in favour of the larger beacon due to its greater impact to mark an event of national significance. Pros and cons of both discussed, including cost, challenges and risk, once-only use of the beacon, carbon emissions, time of year.

CONFIRMED Agreement for the bespoke gas beacon.

ACTIONS To progress with registering for the event and purchasing the gas beacon (MA and Clerk).  
Agreement from all Parish Councillors for their names to be included in the registration.

ii Further discussion, suggestions

- Encourage residents to place lamps in their windows.
- To consider the beacon, after the event, be sited permanently as a memorial.
- Interest expressed by Basingstoke Hospital Male Voice Choir (BHMVC 'Sing For Health') to sing at the beacon lighting event; unfortunately transpires this won't work due to (unsurprising) clash of events.
- To consider future opportunities to invite the BHMVC to join our events.

ACTIONS Re publicity: initial notices via FB; the event will feature in a May issue of the *Reporter*.

**.2 Further report from Events working group** Deferred, but update requested asap re the Summer Fair. Action clerk to contact DK.

NOTED RCA Summer Fair is scheduled for Sunday 07 July 11am to 3pm. Request received from Trustees for detail of Parish Council requirements? For stall, a stand etc.

**57 TECH UPDATE**

i Teams Cycles To resume conversations via Teams Cycles as agreed at Nov 2023 meeting.

ii Social Media Policy – To progress towards achieving a social media policy as agreed at the Jan 24 meeting: *From minutes Jan 2024 meeting...*

'AGREED unanimously to progress with work on governance of the [Parish Council Facebook] account; uses; guidelines for establishing PC as a brand – If posting as the PC, these are the guidelines must follow.'

ACTION To agree framework opening wording; which then can be used for FB, Twitter and all other social media platforms. To be considered for May, confirmed for June meeting.

For signature (p4 of 6) .....

**58 PROJECTS UPDATE**

- .1 Store on Mill Road** – roof repairs. The work complete; paid for by RCA, funded by Ward Councillor Community Grant.
- .2 Tommy soldier** – Weather damage – *see Chairman’s report at 51.1.ii.*
- .3 Proposal for new bus shelter provision** – Deferred to next meeting.
- .4 Main Hall** – *No further update: latest text received 26 Feb: ‘no update yet, nearly there’.*
- .5 Park Prewett allotments – dividing plots**

Funding Approval received from Mark Littlefield, BDBC Grounds Maintenance Projects Officer, for proposal for S106 funding to divide the three PP allotment plots 2, 3 and 11, for up to £2,900. Once works completed, to submit invoice and photos of the work.  
Work to divide the plots scheduled for 09 May (hoping can be brought forward).

**.6 Proposal for new footway adjacent to Parklands**

Principal Landscape Architect Catherine Daly has indicated BDBC would consider the project favourably and potentially has £17,643 of S106 funding awaited from developer to put towards it. Evidently there is no other S106 funding for Open Space currently available. BDBC email of 03 April 2024: ‘We don’t currently have a budget that could be used for this work, however looking at the S106 database there is an Open Space contribution we are awaiting (not yet paid) of £17,643 which could be used towards this when we receive it. We will have a look at the length of the route in order to work out an outline cost, and then if there is a shortfall (which is likely) we can target any other S106 scoping towards the same improvement work project.

‘If the Parish Council has any funding available to contribute to the project that would enable it to happen more quickly, please let me know. I will come back to you when we have any update on receipt of the contribution and/or any other budgets coming forward.’

Clerk to establish likely cost and timescales as basis for further Parish Council discussion.

**.7 Section 106**

NOTED

Funding allocation – Confirmation from BDBC Projects officer that developer S106 funding is normally allocated to the landowner (or leaseholder).

Location – The S106 deed may specify a particular location, or ‘in the vicinity of’ which is usually the closest appropriate location and which may or may not be in the same Parish.

Project funding – As Rooksdown Parish Council does not own or manage any land (other than allotments) BDBC advises ‘open communication’ with the BDBC S106 / Project officers so they are aware of the Parish ‘wish list’ and may be able to provide for this where the specification from the S106 deed allows (particularly where BDBC is the landowner).

Scoping for new applications – As above, to register a Parish Council wish list.

**59 ALLOTMENTS**

- .1 Spring letter** to allotment holders – Draft for approval.  
ACTION To update and circulate (PM and allotment committee). Clerk to email to allotment holders.
- .2 Waiting list** and plots to be allocated. Deferred to May meeting.

**60 PLANNING**

Update on Parish planning applications **APPENDIX VII.I**

**.1 New application for discussion**

[T/00174/24/TCA](#) (Validated 02 Apr 2024) 72 Watertower Way. Fell 1 Silver birch. Reason given for felling that the roots lifting garden slabs and the same for neighbour no 70. Noted very small gardens the tree encroaching, agreed no comment.

**.2 Sherborne St John applications**

Update on Land at Aldermaston Road (Golf course) applications: Most recent Consultee comments circulated **APPENDIX VII.II**.

**61 COUNCILLOR TRAINING**

Latest HALC newsletter circulated with details of training courses for May, June, July. To consider at next meeting, noting difficulty with daytime courses **APPENDIX VIII**.

**62 FURTHER UPDATES / REPORTS****.1 Notice of uncontested election APPENDIX IX**

NOTED

Elected councillors will take office at the 20 May AGM:

Abimbola Bisiriyu, Douglas How, David Knights, Scott Mason, Paul Mahoney.

Mike Anigbo was away during the time period for submitting nomination papers, and so will be a candidate for co-option at the May meeting. To consider at the May meeting any other candidates for co-option; to then advertise for additional councillors as needed.

Jessica Lewis-Dalgarno has sadly chosen to stand down at least for the time being as Parish Councillor, due to pressures of work. On behalf of the Parish Council, the Chairman thanked Jessica for her substantial contribution; she will be much missed; the hope is to welcome her back to the Parish Council in the future.

**.2 Agenda items for May meeting (AGM)**

- Outgoing Chairman opens meeting
- Declarations of office elected Councillors
- Election of Chair, Vice Chair, Co-option of councillors
- Review of, appointments to, Committees and Working groups
- Review and approval of governance documents:
  - Standing Orders, Financial Regulations; Risk Assessments & Risk Management Policies (Noting NALC currently finalising new Model Financial Regulations)
- Insurance – To consider and approve levels of cover and items insured.

**63 NEXT PARISH COUNCIL MEETINGS**

20 May (AGM), 24 June; 22 July, 23 Sept, 28 Oct, 25 Nov.

**64 EXCLUSION OF PRESS AND PUBLIC**

AGREED

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential staff related matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.

*Clerk left the meeting.*

**65 STAFF REVIEW**

To consider recommendations of 18/04/2024 HR Committee meeting and process of advertising for new Clerk. Outcomes...

Cllr Lewis-Dalgarno briefed the Parish Council of the recommendation that had been made in the HR Committee Meeting of 18 April 2024.

Cllr Lewis-Dalgarno explained that the HR committee had proposed to serve the Clerk notice, effective 31 July on the basis that the Clerk was originally brought in to support RPC for a temporary period, which lasted longer than expected but would now come to an end.

Cllr Lewis-Dalgarno explained that the HR Committee had proposed that the Clerk would be requested to prepare file notes for every current project to include the topic, contact details for any third parties, an update on the current status, whether there were any actions outstanding and who was responsible – to be saved somewhere accessible by all Councillors by 15 July.

The HR Committee proposed that the Clerk should appoint an individual Councillor to be responsible for each of the items (mentioned above) and to brief him / her (in person or by Teams) to enable a suitable handover by 15 July.

The recommendations were proposed by Cllr Lewis-Dalgarno, seconded by Cllr Mahoney and fully supported by the Parish Council.

Cllr Lewis-Dalgarno then discussed how the Parish Council should begin the recruitment process – the job description and role specification were agreed by the Parish Council & the process should start immediately.

*Meeting closed 10pm with thanks to all*

For signature (p6 of 6) ..... Date .....

**APPENDIX I: WEATHER / WIND DAMAGE TO TOMMY STATUE**



## APPENDIX II NEW POLICE CONSTABLE

### MEET YOUR NEW DEDICATED NEIGHBOURHOOD OFFICER

My name is PC Tom Richards and I would like to introduce myself as your new Dedicated Neighbourhood Officer (DNO) for Rooksdown, Winklebury and Buckskin. I have previously worked in Basingstoke Town Centre investigating crime and addressing issues brought forward by businesses and members of the public.

My new role involves working with residents and community partners to better understand the needs of the local area. In the coming months I will be attending public events, meetings with community leaders, and conducting proactive patrols so as to identify crime that is happening and what can be done to stop it.

For a quick and easy way to find out about crime happening in your neighbourhood, sign up to Hampshire Alerts- <https://orlo.uk/51ipN>

If you would like to get in touch with any questions, email me at:

*[tom.richards@hampshire.police.uk](mailto:tom.richards@hampshire.police.uk)*





## APPENDIX III BAT SURVEY

[www.surveymonkey.com/r/R9R2FGX](http://www.surveymonkey.com/r/R9R2FGX)

### Help Choose the Perfect Locations for Two Bat Sculptures!

#### Welcome to our Community Public Art Location Survey!

Seeking views from residents.

As your ward councillors, we've been finalising the details for Rooksdown. One outstanding matter is the installation of some public art. The helleborine arch at Bellata Way has been a great success, and now we need YOUR help in finding a location for these final pieces.

We have two stunning pieces of public art in the shape of one flying bat and one hanging bat. Crafted in metal, they need to be hung high in a tree where no one can reach them. Your input is invaluable in making this decision.

Once suggestions for locations have been made, we will assess the viability and land ownership for each suggested site before putting the final site to a public vote.

Please be as specific as possible in your suggestions, giving the nearest road name or junction for your suggestions.

When it comes to art, we know views can be personal and subjective. Thank you for taking the time to contribute!

**Cllr Simon Minas-Bound**  
**Cllr Jay Ganesh**  
**Cllr David McIntyre**

1. Do you think the two sculptures should be displayed together or apart?

Together

Apart

2. Please suggest the best location for the **flying** bat sculpture?

3. Please suggest the best location for the **hanging** bat sculpture?

4. Why do you think your chosen locations would be the best for the sculpture:

5. Do you have any additional comments or suggestions?

Done

## APPENDIX IV.I PAGES FROM INTERNAL AUDITOR REPORT

Rooksdown Parish Council Year-End Internal Audit Report 2023-24

### Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	<b>Annual Governance Statement</b>	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2022/23 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

## APPENDIX IV.II PAGES FROM INTERNAL AUDITOR REPORT

Rooksdown Parish Council Year-End Internal Audit Report 2023-24

### Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	130,858	143,030	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	38,438	39,630	Figure confirmed to central precept record
3	Total other receipts	8,756	11,899	Agrees to underlying accounting records
4	Staff costs	8,056	9,000	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Confirmed to PWLB documents
6	All other payments	26,966	44,333	Agrees to underlying accounting records
7	Balances carried forward	143,030	141,226	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	143,030	141,226	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	25,987	30,434	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Confirmed to PWLB documents
11a	Disclosure note re Trust Funds (including charitable)	NO	NO	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

#### **Audit findings**

The year-end accounts have been correctly prepared on a receipts and payments basis with no requirement to complete the box 7 and 8 reconciliation.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23.

The variance analysis has been completed to explain the variances exceeding 15% for boxes 3, 6 and 9, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

#### **K. LIMITED ASSURANCE REVIEW**

##### **Internal audit requirement**

*If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*

##### **Audit findings**

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

<b>APPENDIX IV.III PAGES FROM INTERNAL AUDITOR REPORT</b>
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Rooksdown Parish Council Year-End Internal Audit Report 2023-24

**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 Finance 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 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 (2022/23) 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 2022/23 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**  
Director, Mulberry Local Authority Services Ltd

<b>APPENDIX IV.IV PAGES FROM INTERNAL AUDITOR REPORT</b>
--

Rooksdown Parish Council Year-End Internal Audit Report 2023-24

**Year-End Audit - Points Carried Forward**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>
<b>B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS</b>	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) <a href="https://ico.org.uk/minutesandagendas.pdf">ico.org.uk/minutesandagendas.pdf</a>	
<b>C. RISK MANAGEMENT AND INSURANCE</b>	Based on the year end balances of circa £141,000, 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.	
<b>I. BANK AND CASH</b>	The council holds two accounts with Lloyds Bank. Balances exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider opening an account with a different provider to maximise the protection available to it.	

**APPENDIX V.I: YEAR END ACCOUNTS 2023/24**

**ROOKSDOWN PARISH COUNCIL INCOME 2023/24 - YEAR END**

Date	Item	Precept	Grants	Allotment SF	Allotment PP	Returned funds	CIL	Vat 2022-23	Bank Interest	Total Receipts
Balance brought forward 1st April 2023										£143,030.33
20/04/23	County Cllr Grant-Coronation		£1,000.00							£1,000.00
24/04/23	BDBC - Parish Precept 6 months	£19,815.00								£19,815.00
	BDBC - Litter Grant		£2,925.00							£2,925.00
25/04/23	PP allot - Plot 9=Dep+8mnt rent				£75.00					£75.00
26/04/23	PP allot - Plot 5=Dep+8mnt rent				£75.00					£75.00
28/04/23	PP allot - Plot 6=Dep+8mnt rent				£75.00					£75.00
02/05/23	PP allot - Plot 8=Dep+8mnt rent				£75.00					£75.00
02/05/23	BDBC-Coronation Grant		£500.00							£500.00
18/05/23	LambBrooks-returned re MainHall					£1,000.00				£1,000.00
14/08/23	Ward Cllr Grant - Xmas Lights		£460.00							£460.00
11/09/23	Sherfield allot plot 1C deposit			£17.50						£17.50
24/09/23	BDBC - Parish Precept 6 months	£19,815.00								£19,815.00
16/10/23	County Cllr Grant- Silent Soldier		£500.00							£500.00
16/10/23	CIL						£1,898.51			£1,898.51
December	Allotment SF			£420.00						£420.00
January	Allotment SF			£542.50						£542.50
January	Allotment PP				£225.00					£225.00
Feb	Allotment PP				£45.00					£45.00
Feb	Allotment SF			£140.00						£140.00
07/03/24	County Cllr grant - PA system		£414.00							£414.00
2023-24	Bank Interest								£1,511.72	£1,511.72
	<b>Total</b>	<b>£39,630.00</b>	<b>£5,799.00</b>	<b>£1,120.00</b>	<b>£570.00</b>	<b>£1,000.00</b>	<b>£1,898.51</b>		<b>£1,511.72</b>	<b>£51,529.23</b>

RECEIPTS & PAYMENTS SUMMARY		Interest	
Bal brought forward 1st April 2022	£143,030.33	Apri	£66.40
Plus income to date	£51,529.23	May	£83.32
Minus expenditure to date	£53,333.74	June	£97.67
<b>Balance</b>	<b>£141,225.82</b>	July	£96.66
		Aug	£103.72
		Sept	£128.81
		<b>TOTAL</b>	<b>£1,511.72</b>

BANK RECONCILIATION	
Bus instant	£138,435.73
Treasurers	£2,790.09
<b>Balance</b>	<b>£141,225.82</b>

INCOME PENDING	VAT reclaim	£5,535.33
----------------	-------------	-----------

ROOKSDOWN PARISH COUNCIL – AUDIT SHEET		
BANK RECONCILIATION – 31 MARCH 2024		
Receipts and payments summary		
1	Balance Brought Forward from 2022/23	£143,030.33
2	Plus Income to date	£51,529.23
3	Less Expenditure to date	£53,333.74
4	<b>Balance</b>	<b>£141,225.82</b>
Reconciliation		
5	Bus Inst Access	£138,435.73
6	Treasurers Account	£2,790.09
7	<b>TOTAL BANK ACCOUNTS</b>	<b>£141,225.82</b>
8	<b>Balance</b>	<b>£141,225.82</b>
Chairman	Date	
Susan Turner, Clerk / RFO	Date	

**TREASURERS ACCOUNT** 30-4  
ROOKSDOWN PARISH COUN

**£ 2,790.09** Current

**£2,790.09** Available funds

**Take card payments eas**  
**Apply now**



Time for a

Buy a new 20:

All lending is s

**BUS BANK INSTANT** 30-90-5  
ROOKSDOWN PARISH COUN

**£ 138,435.73** B



### APPENDIX V.III: YEAR END ACCOUNTS 2023/24

## ROOKSDOWN PC – SIGNIFICANT VARIATIONS 2023/24 - AUDIT SHEET

Difference between current and previous year greater than both 10% and £100  
in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10

	Item	Previous Year 2022/23	Current Year 2023/24	Difference	Diff %
1	Balance Brought Forward	£130,858.10	£143,030.33	£12,172.23	9.30%
2	Annual Precept	£38,438.00	£39,630.00	£1,192.00	3.10%
3	<b>Total Other Receipts</b>	<b>£8,756.26</b>	<b>£11,899.23</b>	<b>£3,142.97</b>	<b>35.89%</b>
4	Staff Costs	£8,055.68	£9,000.00	£944.32	11.72%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	NA
6	<b>Total other payments (excl staff costs)</b>	<b>£26,966.35</b>	<b>£44,333.74</b>	<b>£17,367.39</b>	<b>64.40%</b>
7	Balance carried forward	£143,030.33	<b>£141,225.82</b>	<b>£1,804.51</b>	-1.26%
8	Total cash and short term investments	£143,030.33	£141,225.82	£1,804.51	-1.26%
9	<b>Total fixed assets and long term assets</b>	<b>£25,987.15</b>	<b>£30,434.09</b>	<b>£4,446.94</b>	<b>17.11%</b>
10	Total borrowings	£0.00	£0.00	£0.00	NA
11	Trust funds	NA	NA	NA	NA

### Box 3 Total Other Receipts

Explanation for variation of	£3,142.97	2022/23	2023/24	Difference
Litter grant – BDBC		£2,925.00	£2,925.00	£0.00
Bank interest		£198.60	£1,511.72	£1,313.12
Grants and donations (County & Ward Cllr Grant)		£2,500.00	£1,374.00	£1,126.00
Grants and donations (Coronation - County & Ward Cllr Grant)			£1,500.00	£1,500.00
Returned funds		£279.29	£1,000.00	£720.71
Allotment receipts SF		£1,149.10	£1,120.00	£29.10
Allotment receipts PP			£570.00	£570.00
CIL funding			£1,898.51	£1,898.51
VAT refund		£1,704.27		£1,704.27
<b>TOTALS</b>		<b>£8,756.26</b>	<b>£11,899.23</b>	<b>£3,142.97</b>

### Box 6 Total other payments (excl staff costs)

Explanation for variation of	£17,367.39	2022/23	2023/24	Difference
Locum clerk		£315.00	£0.00	£315.00
Training		£414.00	£0.00	£414.00
Finance / Governance – Audit – Insurance – Subscriptions		£2,531.09	£2,582.16	£51.07
Office / Admin – Office and meeting room hire - payroll - supplies		£836.52	£858.43	£21.91
Equipment / event supplies (capital)(ref events budget)		£0.00	£510.50	£510.50
Software / IT (Rialtas software cancelled 2023/24)		£1,043.69	£604.28	£439.41
Handyman (Parish maintenance)		£9,310.00	£9,530.00	£220.00
General maintenance		£161.76	£0.00	£161.76
Print (Newsletter) – 2 issues 2021/22; 3 issues 2022/23		£1,422.00	£2,304.50	£882.50
Community (grants and donations)		£0.00	£200.00	£200.00
Events – building on events programme; 2023/24 includes Coronation event		£3,436.07	£5,794.28	£2,358.21
Project costs - QGC trees		£258.32	£1,200.80	£942.48
Project costs - Christmas tree & lights		£1,560.00	£1,560.00	£0.00
Project costs - Silent Soldier		£833.33	£2,379.00	£1,545.67
Project costs - Guard rail		£0.00	£9,200.00	£9,200.00
Allotments (developing new allotment site at Park Prewett 2023/24)		£2,919.10	£3,133.96	£214.86
VAT expenditure		£1,925.47	£4,475.83	£2,550.36
<b>TOTALS</b>		<b>£26,966.35</b>	<b>£44,333.74</b>	<b>£17,367.39</b>

### Box 9 Total fixed assets and long term assets

Explanation for variation of	£4,446.94	2022/23	2023/24	Difference
Asset register at Y/E March 2023		£25,987.15	£25,987.15	£0.00
<b>ADDITIONS TO REGISTER 2023/24</b>				
Silent soldier 'Tommy' plaque, plinth & lighting			£2,379.00	£2,379.00
QGC trees (6 x hawthorn) and tree guard			£1,185.80	£1,185.80
Allotments paddocks and latchcode			£451.64	£451.64
Event notice stands			£198.00	£198.00
Event polo shirts			£232.50	£232.50
<b>TOTALS</b>		<b>£25,987.15</b>	<b>£30,434.09</b>	<b>£4,446.94</b>

Signed:

Chairman ..... Date 22 April 2024

Susan Turner, RFO ..... Date 22 April 2024



**APPENDIX VI.I: ACCOUNTS 2024/25 TO DATE**


**ROOKSDOWN PARISH COUNCIL INCOME 2024/25 - 18 APRIL**

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	
2024-25	Bank Interest							£145.11	£145.11	
	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,898.51</b>	<b>£5,535.33</b>	<b>£145.11</b>	<b>£7,578.95</b>	

£0.00 £7,578.95

RECEIPTS & PAYMENTS SUMMARY	
Bal brought forward 1st April 2022	£141,225.82
Plus income to date	£7,578.95
Minus expenditure to date	£2,528.79
<b>Balance</b>	<b>£146,275.98</b>
BANK RECONCILIATION	
Bus instant	£144,116.17
Treasurers	£2,159.81
<b>Balance</b>	<b>£146,275.98</b>

**TREASURERS ACCOUNT 30-91**  
**ROOKSDOWN PARISH COUNCIL**  
**£ 2,159.81** Current  
**£2,159.81** Available funds  
[View your business overdraft](#)

 **Could your savings expense?**  
 You can't predict the future, but we can help you fund an unforeseen saving with as little as £100.

**BUS BANK INSTANT 30-90-53**  
**ROOKSDOWN PARISH COUNCIL**  
**£ 144,116.17** Ba

**ROOKSDOWN PARISH COUNCIL - EXPENDITURE 2024/25 - 18 APRIL**

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	Allotments Sherborne	Allotment Prewitt	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	
			<b>£80.96</b>	<b>FIRST QUARTER</b>	<b>Sub-total Apr</b>	<b>£1,135.20</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£600.00</b>	<b>£0.00</b>	<b>£731.50</b>	<b>£25.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£30.91</b>	<b>£0.00</b>	<b>£6.18</b>	<b>£2,528.79</b>

£2,528.79

**APPENDIX VI.II – BANK RECONCILIATION**

ROOKSDOWN PARISH COUNCIL – AUDIT SHEET		
BANK RECONCILIATION – 22 APRIL 2024		
Receipts and payments summary		
1	Balance Brought Forward from 2022/23	£141,225.82
2	Plus Income to date	£7,578.95
3	Less Expenditure to date	£2,528.79
4	<b>Balance</b>	<b>£146,275.98</b>
Reconciliation		
5	Bus Inst Access	£144,116.17
6	Treasurers Account	£2,159.81
7	<b>TOTAL BANK ACCOUNTS</b>	<b>£146,275.98</b>
8	<b>Balance</b>	<b>£146,275.98</b>
Chairman		Date
Susan Turner, Clerk / RFO		Date

**TREASURERS ACCOUNT** 30-91  
ROOKSDOWN PARISH COUNC

£ 2,159.81 Current

£2,159.81 Available funds

[View your business overdraft](#)



Could your sa  
expense?

You can't predict the f  
help you fund an unfo  
saving with as little as  
them.

**BUS BANK INSTANT** 30-90-53  
ROOKSDOWN PARISH COUNC

£ 144,116.17 Ba

## APPENDIX VII.I PLANNING UPDATE 21 APRIL 2024

### NEW APPLICATIONS SINCE LAST MEETING

[T/00174/24/TCA](#) (Validated 02 Apr 2024) 72 Watertower Way. Fell 1 Silver birch

### APPLICATIONS PENDING OR RECENTLY DECIDED

[T/00123/24/TPO](#) 17 Gillies Drive. G1 Beech. Reduce back over garden/property.

[24/00242/HSE](#) (Pending, Validated 12 Feb 2024) 24 Pegg's Way. Garage conversion

[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

Email communication re shed constructed without planning permission, dismissed at Appeal, still not removed.

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

Email from BDBC 31 Oct: '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 08/04/2024

### 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.

[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)

[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 VII.II GOLF COURSE APPLICATIONS – APRIL UPDATE**

New consultee comments on website.

**FOR ROUNDABOUT**

**ENVIRONMENTAL PROTECTION / ENVIRONMENTAL HEALTH** – Request for conditions - for reserved matters.

**URBAN DESIGN** – No objection

**BIODIVERSITY** – No objection subject to conditions.

Applicant has submitted response to address HCC Local Flood Authority comments.

**Nothing yet submitted by applicant to address HCC Highway comments of 19 December.**

'The Highway Authority recommends a holding objection until further information has been provided with regards to detail on the access proposals including confirmation of dimensions and the proximity of the petrol filling station access and egress.

Should you wish to determine this application prior to these points being addressed, please contact the Highway Authority for the reasons for refusal.'

.....

**FOR 220 HOUSES** – doesn't seem to be any objection here that will carry long term

**URBAN DESIGN** – No objection subject to major amendments.

**PLANNING POLICY** – Summary –

CONTRARY TO POLICY - Outside Settlement Policy Boundary in a countryside location, also within a Strategic Gap. In conflict with the adopted Local Plan; the most important policies are considered to remain relevant and to not be out of date. The council can demonstrate the required four years of deliverable housing land supply, has a Regulation 18 Local Plan which has recently been consulted upon (including site allocations and a policies map). The made SSJ Neighbourhood Plan allocates land to meet its allocated requirements, as set out in Policy SS5. A leisure facility will also be lost as a result of the proposal and therefore the criteria of Policy CN8 needs to be met.

HOWEVER - ...the site is proposed as a housing led allocation in the draft LPU. This has limited planning weight at this time, given the early stage of the LPU process, but it is clear that the delivery of new homes would be a benefit of the scheme. The weight to be attributed to the policy will increase as the Plan making process progresses, dependent on the level of unresolved objections.

**PARKS AND OPEN SPACE**

Key Issues: Provision of adequate Green Infrastructure to meet the needs of the additional residents without adversely impacting on the quality of life of existing residents - Local Plan Policy EM5. The main issues are summarised as follows;

- The size of the proposed kickabout area is currently unacceptable.
- Additional information required regarding the location, size and detailed design of the MFGS and equipped play provision.
- Clarification is required as to whether the open spaces and play facilities would be transferred to the council or not.

**BIODIVERSITY**

Objection – Key Issues:

1. Lack of adequate woodland buffering throughout the site.
2. Introduction of unpermitted land uses within woodland buffers.

<b>APPENDIX VIII COUNCILLOR TRAINING</b>
--

<b>MAY 2024</b>				
<b>Councillor Development</b>	Local Council Governance - Understanding your Responsibilities	Tuesday 7th May	10:00 - 12:00	Weybrook Park, Basingstoke
<b>JUNE 2024</b>				
<b>Councillor Development</b>	Chairing Skills	Thursday 6th June	10:00 - 13:00	Eastleigh House, Eastleigh
<b>Officer Development</b>	What You Need To Know - Pt. 1	Wednesday 12th June	10:00 - 12:30	Weybrook Park, Basingstoke
<b>Officer Development</b>	What You Need To Know - Pt.2	Tuesday 25th June	10:00 - 12:30	Weybrook Park, Basingstoke
<b>Development for All</b>	Manging Absence & Capability	Wednesday 26th June	10:00 - 13:00	Weybrook Park, Basingstoke
<b>JULY 2024</b>				
<b>Councillor Development</b>	Knowledge and Core Skills	Tuesday 2nd July	10:00 - 14:30	Weybrook Park, Basingstoke
<b>Development for All</b>	Intro to Local Planning	Monday 8th July	18:30 - 21:00	Online
<b>Councillor Development</b>	Finance for Councillors	Tuesday 9th July	10:00 - 12:00	EBC
<b>Development for All</b>	Handling Challenging Individuals	Tuesday 9th July	10:00 - 12:30	Weybrook Park, Basingstoke
<b>Officer Development</b>	Officers Update	Tuesday 16th July	10:00 - 12:30	Hockley Golf Club
<b>Development for All</b>	Introduction to Planning	Thursday 18th July	18:30 - 21:00	Online via Zoom

<b>APPENDIX IX – NOTICE OF UNCONTESTED ELECTION</b>
---

# NOTICE OF UNCONTESTED ELECTION

## Election of Councillors for Rooksdown on Thursday 2 May 2024

I, Fiona Thomsen being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Rooksdown.

Name of Candidate	Home Address	Description (if any)
BISIRIYU Abimbola Oluwakemi	(address in Basingstoke and Deane)	
HOW Douglas Peter	40 Peggs Way, Rooksdown, Basingstoke, RG24 9FX	
KNIGHTS David Paul	(address in Basingstoke and Deane)	
MAHONEY Paul	(address in Basingstoke and Deane)	Current Chairman.
MASON Scott	18 Vespasian Gardens, Rooksdown, Basingstoke, RG24 9SH	

Dated Friday 5 April 2024

Fiona Thomsen  
Returning Officer