

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 07.09.20

Monday 7 September 2020 at 7.00pm

Via Zoom, a Video-Conferencing Facility, due to the current Covid-19/Coronavirus Pandemic

These minutes are subject to confirmation by the Council at its next Full Council Meeting

PRESENT:

Cllr C Stanley (Chairman), Cllr F Ball, Cllr S Donald, Cllr J Edwards, Cllr A Lee, Cllr J Livitt, Cllr J Moss (in part) and Cllr W Wilson.

D Cllr M Johnson and Ms H Penfold, Chair of Rowlands Castle Association, were also present in part.

MINUTES:

Taken by Lisa Walker (Clerk to the Council).

THERE WAS NO NEED FOR THE CHAIRMAN'S SAFETY ANNOUNCEMENT ON THIS OCCASION. When joining the Mtg, all attendees were informed of, and agreed to, the Meeting being recorded.

1. To Receive any Councillors' Apologies for Absence

There were no apologies for absence received before the Meeting.

2. To Receive any Declarations of Interest

There were no declarations of interest.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the previous Meeting on 20 July 2020, together with Written Update on Progress of Resolutions from Previous Meetings

The minutes of the Meeting (circulated previously) were unanimously CONFIRMED as an accurate record, to be signed by the Chairman when the current pandemic restrictions are lifted.

The Clerk's Update on the Progress of Resolutions (circulated previously) was received and noted and a copy will be held with these Minutes.

4. OPEN FORUM – Limited to 15 minutes in total and a max 3 mins for each individual speaker

One resident raised the issue of anti-social behaviour in the vicinity of the Parish Hall and Rec Ground during lockdown, detailing a particular recent incident. The Clerk encouraged them to report the matter to Police on-line or via 101 and undertook to follow up with the local police team. **Action: Clerk to notify Police**

Another resident expressed concern about what they believed to be the denigration of the Conservation Area of The Green, detailing various issues: enlarged bellmouth of Deerleap Lane, BT inspection pit, use of inappropriate replacement roof tiles, untidiness of bus shelter, rusty dog waste bin. They referred to a document circulated to all residents of The Green some decades ago explaining the obligations involved with a Conservation Area. The Clerk confirmed that Council had already and/or was continuing to pursue the inspection pit and bellmouth issues, and was also looking to refurbish the bus shelter and bin.

5. PLANNING APPLICATIONS: To Consider and Agree Action on the following, if appropriate:

SDNP/20/ 03124/FUL CHANGE OF USE OF LAND FROM AGRICULTURAL USE TO EQUESTRIAN USE FOR A TEMPORARY PERIOD

Land South of White Horse Lane, Blendworth, Waterlooville

Cllr Lee outlined the Application in accordance with his review (circulated previously), noting the change was occasioned by the pandemic and is intended to be temporary. It was unanimously RESOLVED to make NO OBJECTION.

00017/002 BRITISH TELECOMMUNICATIONS PLC - REMOVAL OF PUBLIC PAYPHONE KIOSKS
The Green, Rowlands Castle PO9 6BN

Members noted the proposals and collated comments to date (circulated previously) on the option of adopting the kiosk for a nominal sum, as Council had already done for the kiosk on Redhill Road (opposite the War Memorial). Discussion followed around the appearance/condition of the kiosk, the potential for vandalism and possible alternative uses. It was RESOLVED by a majority of 7 for and 1 against to ADOPT the kiosk. It was AGREED to re-locate the nearby AED (defibrillator) into the kiosk. *The Clerk will see whether bookshelves could be added as well.* Members also noted the need for further CPR/Defibrillator training, including for staff at St John's Primary School. **Action: Clerk to progress relocation, training etc**

51021/002 APPLICATION FOR CONSENT FOR WORKS TO TREES SUBJECT TO TPO: T1 - OAK CROWN REDUCTION
Oakwood, Manor Lodge Road, Rowlands Castle PO9 6BA

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Cllrs Ball and Lee outlined the Application in accordance with their review (circulated previously). It was unanimously RESOLVED to OBJECT on the grounds that the proposed works do not appear to have been assessed and/or recommended by a professional arboriculturalist or tree surgeon, nor are any quantifying measurements included in the Application with regard the amount of pruning which is to take place. It was AGREED such proposed works should be subject to the above, and only carried out under appropriate supervision to ensure the continuing health of this mature tree.

23856/019 RETROSPECTIVE APPLICATION FOR DISPLAY OF STACK ADVERT AND DIRECTIONAL ADVERTISEMENT HOARDING

Keyline Builders Merchants Ltd, The Depot, Redhill Road, Rowlands Castle PO9 6DW

Cllr Wilson outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to OBJECT on the 3 grounds detailed, namely the overly-long period for display, public safety given the encroachment on the proposed footway and adverse impact on the local street scene.

26269/002 FIRST FLOOR REAR EXTENSION

38 Bowes Hill, Rowlands Castle PO9 6BP

Cllr Edwards outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION, with the proviso that the proposed bathroom window be fitted with obscure glass.

23757/011 Application for Consent for Works to Trees subject to a Tree Preservation Order: OAK (T1) -
For Note Only REDUCE LOWEST NE BRANCHES OVERHANGING GARDEN BACK BY UP TO 3 METRES TO NATURAL TARGET PRUNING POINTS LEAVING LENGTH OF APPROX 7M GIVING APPROX 5M CLEARANCE FROM THE PROPERTY GARDEN

St John's School, Whichers Gate Road, Rowlands Castle PO9 6BB

Further to reference at the last Mtg, it was noted Cllr Lee (with the assistance of Cllr Wilson) had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION with several caveats was submitted before the deadline for comments of 12 August 2020.

58577/001 SINGLE STOREY REAR EXTENSION

For Note Only *8 Hazeldean Drive, Rowlands Castle PO9 6DH*

It was noted Cllrs Donald and Stanley had reviewed the Application and circulated their report thereon. With the agreement of members, a response of NO OBJECTION was submitted before the deadline for comments of 17 August 2020. The proposals were considered to be more sympathetic to the street scene than the previous Application for the same property.

49574/009 Application for Consent for Works to Trees Subject to a Tree Preservation Order: OAK
For Note Only TREE - PRUNE BACK TO PREVIOUS CUTTING POINTS (2008). CROWN CLEANING TO REMOVE DEAD, DYING AND DANGEROUS WOOD WITHIN CROWN

43 Finchdean Road, Rowlands Castle PO9 6DA

It was noted Cllr Lee had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION with several caveats was submitted before the deadline for comments of 18 August 2020.

26978/017 RETROSPECTIVE APPLICATION FOR THE INSTALLATION OF A TEMPORARY
For Note Only PORTAKABIN BUILDING TO BE USED AS COVID-19 TESTING UNIT

Spire Portsmouth Hospital, Bartons Road, Rowlands Castle PO9 5NP

It was noted this Application had been circulated to all members and a response of NO OBJECTION was submitted before the deadline for comments of 20 August 2020.

20192/016 Notification of Intention to Carry Out Works to Trees within a Conservation Area: T1 YEW -
For Note Only REDUCE THE OVERHANGING SIDE BACK BY 1 METRE P TO A HEIGHT OF 10 NETRES, TO THE PREVIOUS PRUNING POINTS. T2 -T7 LIMES - REDUCE THE CROWN OF THESE FROM 16 METRES TO 10 METRES BACK TO PREVIOUS POLLARD POINTS. T8 YEW - REDUCE THE OVERHANGING SIDE BACK BY 2 METRES FROM 8 METRES LEAVING 6 METRES UP TO A HEIGHT OF 10 METRES. T9-T12 LIMES - REDUCE THE CROWN OF THESE FROM 16 METRES TO 10 METRES BACK TO PREVIOUS POLLARD POINTS. T13 YEW - REDUCE THE OVERHANGING SIDE BACK BY 2 METRES FROM 10 METRES LEAVING 8 METRES.

11 The Green, Rowlands Castle PO9 6BW

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It was noted Cllr Ball had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION was submitted before the deadline for comments of 21 August 2020.

58865 FIRST FLOOR EXTENSION TO SIDE
For Note Only 36 Bowes Hill, Rowlands Castle PO9 6BP

It was noted Cllr Edwards had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION was submitted before the deadline for comments of 27 August 2020.

Action: Clerk/Admin Asst to submit comments on Applications to EHDC/SDNPA Planning Depts

6. To Receive Reports from County & District Councillors, and other delegates, if appropriate:

District Cllr Malcolm Johnson gave a short verbal report, on the following EHDC-related matters:

▪ Anticipated briefing for town and parish councils on the Govt's Consultation on its White Paper regarding the future of planning policy; *This has since been confirmed as being on 21 September 2020.*

In response to queries, Cllr Johnson confirmed he would:

- i) Chase EHDC officer(s) over the promised link between Oaklands Avenue and B'way 24;
- ii) Continue to pursue relevant EHDC officer(s) to formalise (and possibly part fund) the cutting of Finchdean Green only by RCPC's contractor;
- iii) Continue to pursue Bargate regarding the state of the pedestrian link between Bailey Road and B'way 24;
- iv) Liaise with EHDC officer(s) re alleged breach of planning permission at a property on The Green

Action: D Cllr to action as listed

Members noted the pedestrian link between the Montague Green development and B'way 24 had been constructed to a higher specification than originally anticipated, and was now officially open and being well-used. Council formally recorded its thanks to the relevant officers at EHDC and HCC's Countryside Access Team, as well as the Bellway staff member.

Action: Clerk to send letters of thanks to relevant individuals

No report was received from County Cllr Marge Harvey.

7. GENERAL MATTERS FOR DECISION: To Consider and Agree Action on the following:

a) Website [and Mobile App] Accessibility Regulations 2018 for Public Sector Bodies – Members noted the information and documentation supplied by the Clerk (circulated previously), including the Govt's sample Accessibility Statement and progress to date. It was unanimously RESOLVED to:

- i) Allocate a budget of up to £1,000 (excl VAT) to work with Council's website designer to ensure compliance wherever feasible;
- ii) Adopt the Govt sample Statement in principle, subject to amendment in accordance with Council's means.

Action: Clerk to liaise with website designer and finalise and publish Statement

b) Review of Impact of Easing of Pandemic Restrictions on Land/Facilities for which RCPC is responsible – Further to discussions at the previous Mtg, members noted the Clerk's briefing (circulated previously).

The following was AGREED, subject to regular review:

- i) Parish Office will re-open for staff, subject to compliance with Govt guidelines to be agreed between staff members. Given the access to and size of the Office, it would continue to remain closed to public.
- ii) Parish Hall will continue to remain closed, with a view to re-opening when it is more feasible to conform to Govt guidelines in place at the time.
- iii) Rec Ground Pavilion will continue to remain closed, particularly given the forthcoming football season and increase in Covid-19 amongst younger people, with a view to re-opening when it is more feasible to do so.

Action 1: Clerk and Admin Asst to liaise over re-opening of Office to staff

Action 2: Clerk to keep closure of Parish Hall and Pavilion under review

c) Installation of Stone 'Snake' stones as Permanent Commemoration of Pandemic – Further to discussions at the previous Mtg, members noted the Clerk's briefing (circulated previously) including a quote for the proposed works, and an anonymous donation of £1,000 towards the installation.

It was unanimously RESOLVED to:

- i) Suspend SO 74 requiring 2 quotes, on the basis that the existing quote was from a local firm with a good track record and experience of working in the required medium;
- ii) Commission Merrid Ltd to undertake the installation between the existing Flower Bed and Mosaic on

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Deerleap Verge, at a cost of £980 + VAT. The installation will take the form of a spiral circle, with the stones set in cement, bound by aluminium edging and topped with clear resin.

iii) Dedicate the installation to the efforts of the key workers and volunteers during the pandemic.

It was also AGREED to check whether any permissions would be required. Finally, members expressed formal thanks to the anonymous donor for their generous contribution.

Action 1: Clerk to check that permission is not required for the installation from any other authority

Action 2: Subject to the above, Clerk to inform contractor and liaise accordingly over works

d) **Recreation Ground Matters** – Members noted the briefing drafted by the Clerk and updated by the Admin Asst (circulated previously).

▪ **Potential Grant towards 2020/21 Running Costs** – It was unanimously RESOLVED to transfer the budgeted £1,000 to the Recreation Ground Charity Account towards running costs for the current year;

Action: Clerk to arrange payment in September Schedule

▪ **Review of 'Bootcamp' Exercise Class** – Members noted the Class instructor's positive report on this initial season, thanked her for her generous offer to donate £100 towards the running of the Ground, and unanimously RESOLVED to permit her to run a similar class in 2021, beginning in Spring.

Action: Clerk to liaise with instructor over donation and permission for 2021 Class

▪ **Tennis Club: Public Bookings System and Renewal of Tennis Club Lease** –

Public Bookings System It was AGREED, in principle, to allow the Club to take over the public bookings system, transfer it on-line and keep the proceeds, subject to satisfactory resolution of the Lease renewal.

Lease Renewal It was AGREED to enter into discussions with the Club for a new 20-year Lease. Members also requested a copy of the existing Lease.

Action 1: Clerk to liaise with Cllr Donald, Council's solicitor and the Club to progress matters

Action 2: Clerk to circulate copy of existing Lease to all councillors

▪ **Registering of Title with HM Land Registry** – It was unanimously RESOLVED to register the Title and to allocate a budget of £1,000 in accordance with the estimated cost.

Action: Clerk to liaise with Council's solicitor

After voting on the above, Cllr Moss left the Mtg.

▪ **Sports Users' Fees for 2020/21** – Further to discussions at the May 2020 Mtg, and the Admin Asst's recommendations thereon, it was AGREED to charge DACD Cricket Club £50 for each of the 4 matches it had managed to play during the 2020 season (out of an original 14), and to reduce Castle United Youth FC's fee for the 2020/21 by one third in recognition of the premature end to the previous season.

Action: Admin Asst to invoice relevant Clubs accordingly

▪ **Request by Rowlands Castle Association (RCA) to hold 2020 Fireworks Display, subject to Govt Pandemic Guidelines** – The Chairman welcomed the RCA Chair to the Mtg. She explained the request was sadly now withdrawn in light of the RCA Committee's decision not to go ahead with the event due to the issues presented when attendees entered and/or left the Rec Ground. Members noted other licensing authorities eg EHDC and HCC were unlikely to give permission for the event which would also have a bearing on insurance.

e) **Informal Contract with Jan Halliwell/ELR to provide Handyman Services to Council** – It was unanimously AGREED to continue Council's informal arrangements with Jan/ELR for the provision of handyman services on the understanding that Council be advised of approaches by any others offering the same service.

Action: Clerk to liaise with ELR and inform Council of any future offers, should they arise

f) **Review of Council's Privacy Notices: General and for Staff, Councillors and Role Holders** – Members noted no subsequent changes had been made to the NALC model templates upon which the Notices had been based and therefore no changes were necessary.

8. FINANCIAL MATTERS FOR DECISION: To Consider and Agree Action on the following:

a) **July & August 2020 Schedule of Payments, for authorisation** – It was unanimously RESOLVED to AUTHORISE both Schedules (circulated previously), having noted all payments in July and some in August

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had been made before the Mtg under the Clerk's delegated powers and with the agreement of 3 signatories. Relevant signatories will sign the Schedule when the current pandemic restrictions are lifted.

A list of payments is included below (incl VAT where appropriate, which is reclaimable by the Council):

JULY

Method	Amount £	Payee	Reason
DD	207.13	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	71.74	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	2,745.20	Merrid Ltd	Balance payment, installing of 2nd exit at Rec
DD	35.00	Information Commissioner	ICO Data Protection Registration Renewal
IBT	2,025.54	Quality Land Services Ltd	Quarterly litter and dog waste collection fee
IBT	336.88	Yandle & Sons Ltd	Replacement slats for Parish benches
IBT	63.95	GRP Solutions Ltd	PPE equipment
PP	53.88	HM Land Registry Searches	Title Register + Plan for The George, F'dean
IBT	100.00	Hants & IoW Victim Support	Grant for running costs
IBT	746.48	Exterior Living Rooms Ltd	Grass cutting, Lengthsman + Handyman servs
IBT	11.26	Rowlands Home Hardware	Office & Rec Ground consumables
IBT	30.00	Cllr A Lee	Cllr's Allowance
IBT	13.41	Miss L Walker, Clerk	Reimbursement for Office consumables
IBTs	4,435.76	Staff salaries including overtime,	HMRC, PAYE and NIC
Total	£10,876.23		

AUGUST

Method	Amount £	Payee	Reason
DD	253.98	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	66.28	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	106.09	Condor Office Solutions Ltd	Quarterly MFD rental
IBT	36.00	SLCC Enterprises Ltd	Clerk's booking on training webinar
IBT	61.90	The Sign Shed Ltd	Disclaimer signage for Play Area
IBT	722.50	Exterior Living Rooms Ltd	Grass cutting, Lengthsman + Handyman servs
IBTs	3,662.19	Staff salaries including HMRC, PAYE and NIC	
Total	£4,908.94		

IBT = Inter-bank Transfer, Council's main payment method now it is registered for online banking.

DD = Direct Debit SO = Standing Order Chq = Cheque PP = PayPal

Action: Clerk to make remaining payments according to Schedules

A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	1,937.55	HMRC	VAT Repayment for April, May & June 2020
IBT	1,000.00	Anon	Donation towards installation of 'Stone Snake' on Deerleap Verge
IBT	1,100.00	HCC	Lengthsman Scheme Grant for 2020/21
IBT	700.00	EHCRP	Grant towards felling of Laurel Hedge by RC Station
Total	4,737.55		

b) Report on Council's Bank Accounts as at 31 August 2020, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£53,931.40 (Reconciled balance of £52,297.09 after accounting for payments not yet made from August's Schedule.
2-Yr Fixed Rate Bond	£10,000.00
100-day Notice Account	£55,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £102,825 including under-spends from 2018/19 and 2019/20 on specific projects.	

c) Donation to Plantlife's Road Verge Campaign – Members noted Cllr Lee's briefing (circulated previously). It was unanimously RESOLVED to donate £100 towards the Campaign, in recognition of Plantlife's work which underpinned Council's re-wilding policy.

Action: Clerk to include in September payment schedule

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9. MATTERS FOR DISCUSSION:

a) **Summary of Residents' Dealings with Parish Office June in part July and August 2020** – The Parish Office's Summary (circulated previously) was noted and a copy will be held with these Minutes.

b) **Report on Mtg with East Hants Tree Warden Co-ordinator on 20 August 2020** – Members noted Cllr Lee's report (circulated previously). It was AGREED Cllr Lee and the Clerk would organise a Mtg via Zoom to engage and inform local representatives about EHDC's Tree Warden Scheme.

Action: Cllr Lee and Clerk to organise Mtg and determine attendees

c) **Government's Consultation on 'Planning for the Future' White Paper** – Members noted this and related Govt consultations on the planning system with varying and often tight deadlines for comments, and D Cllr Johnson's reference to an anticipated EHDC briefing on the subject. It was AGREED Cllr Stanley would draft a response to the most pressing Consultation on Changes to the Current Planning System (C2PS) for approval by other cllrs prior to submission, and to consider the other consultations in due course.

Action: Cllr Stanley to draft specified response for approval prior to submission

10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 7 September 2020** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be held with these Minutes.

b) **Havant Thicket Reservoir Consultation 2020** – Members noted the responses to the Consultation had been collated and published.

11. Summary of Parish Office Action Points and Priorities thereon

Members noted the many action points arising from this Meeting, together with the Parish Office's existing and future workload, and that Planning (Item 5), Accessibility work (Item 7 a), Stone 'Snake' Installation (Item 7 c), Tennis Lease & Rec Ground Registration (Item 7 d) and Tree Warden Mtg (Item 9 b) matters would take priority.

12. Date of Next Meeting

Monday 5 October 2020 at 7pm via Zoom, unless UK Govt and other guidance makes a physical mtg viable beforehand.

The Meeting ended at 9.45pm

During the course of the Meeting (both part and whole) there were 4 members of the public and no members of the Press in 'virtual' attendance.