

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 05.10.20

Monday 5 October 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 V Matthews (see Item 4), Cllr J Moss and Cllr W Wilson.

Mrs G Whatley (Council's Admin Asst) was also present, as was D Cllr M Johnson 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 Formal Notice of the Resignation of Cllr Jonathan Livitt

Council received formal notification of the resignation of Jonathan Livitt as a member of the Council, with effect from 14 September 2020. The Chairman thanked him for his work during his 16 months as a parish councillor. The Clerk advised the vacancy had been duly notified in accordance with local government requirements, EHDC's Returning Officer had received no claims for a by-election and Council was therefore at liberty to fill the vacancy by co-option.

2. To Receive and Agree any Councillors' Apologies for Absence

Apologies for absence were received and agreed from Cllr A Lee, and also from C Cllr M Harvey.

3. To Receive any Declarations of Interest

Cllr J Moss declared a pecuniary interest in Item 7 as the co-owner of one of the properties subject to a planning application.

4. To Consider Applications from 2 Candidates for the Vacancy(s) on the Council (subject to a request for a By-Election) and Vote on the Co-option of Said Candidates.

Members noted the process detailed in Council's new Policy on Co-option of Councillors had been followed during the progress of these applications (both circulated previously) and that one candidate had withdrawn their application since publication of the Agenda for the Mtg. It was unanimously RESOLVED to co-opt the remaining candidate, Victoria Matthews, to the Council. Cllr Matthews signed her Declaration of Acceptance of Office form in view of the Clerk and other members and joined the Mtg.

Action: Clerk to provide Cllr Matthews with Declaration of Interest form and background info

Members noted there remains one vacancy on the Council.

Action: Clerk to advertise the remaining vacancy

5. To Receive and Confirm the Accuracy of the Draft Minutes of the previous Meeting on 7 September 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.

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

There were no members of the public present during the Meeting.

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

58914 TRIPLE GARAGE WITH OFFICE ACCOMMODATION OVER, FOLLOWING DEMOLITION OF EXISTING DOUBLE GARAGE

The Laurels, 63A Links Lane, Rowlands Castle, PO9 6AF

Cllr Ball outlined the Application in accordance with his review (circulated previously). Members noted the property lies within an Area of Special Housing Character under EHDC Policy H9. It was unanimously RESOLVED to OBJECT on the grounds the proposals for this ancillary building contravened EHDC Planning Policies CP29 and H9 in terms of scale, height and massing, the character of the main property and surrounding Area. Members noted recent correspondence from the Case Officer accorded with this view.

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58876 REPLACE RENDERING TO THE WHOLE FRONT OF HOUSE FOLLOWING REMOVAL OF CONCRETE WALL TILES ON UPPER FRONT OF HOUSE. REMOVE EXISTING DOUBLE GLAZED WINDOWS AND REPLACE WITH NEW DOUBLE GLAZED WINDOWS ON FRONT ELEVATION
2b Links Lane, Rowlands Castle, PO9 6AD

Cllr Stanley outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED (Cllr Moss did not vote – See Item 3) to make NO OBJECTION.

21531/002 FIRST FLOOR EXTENSION TO REAR
81 Bowes Hill, Rowlands Castle, PO9 6BS

Cllr Edwards outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

49294 TWO DWELLINGS (ONE WITH DETACHED GARAGE, ONE WITH INTEGRAL GARAGE) AND NEW VEHICULAR ACCESS, FOLLOWING DEMOLITION OF EXISTING DWELLING (Amended Description 25.09.2020, as Amended by Plans Received 19.06.2020 and 18.09.2020)
63 Bowes Hill, Rowlands Castle, PO9 6BS

Cllrs Edwards outlined the Amended Application in accordance with his review (circulated previously). Members noted Council's objection to the original Application. It was unanimously RESOLVED to make NO OBJECTION to this considerably amended version.

37610/011 Application for Consent for Works to Trees subject to a Tree Preservation Order: T1 BEECH For Note Only - CROWN HEIGHT REDUCTION BY 3M LEAVING CROWN HEIGHT OF 15M. CROWN WIDTH REDUCTION BY 1.5M LEAVING A CROWN WIDTH OF 5.5M. T2 - LIME - REDUCE BY 1.5-3M TO PREVIOUS PRUNING POINTS. T3 - ASH - FELL. T4 WILLOW - REPOLLARD AT PREVIOUS POLLARD POINTS. T5 YEW 1 - REDUCE NORTH FACING BRANCHES BY 1.5M LEAVING AT 6.5M. REDUCE SOUTH FACING BRANCHES BY 2M TO LEAVE 6M. REDUCE EAST AND WEST FACING BRANCHES BY 1.2M TO LEAVE 5.8M REDUCE CROWN HEIGHT BY 2M TO LEAVE 10M. T6 YEW 2 - CROWN WIDTH REDUCTION BY 1.2M TO LEAVE 4.8M IN EACH DIRECTION OR A 9.6M CROWN. CROWN HEIGHT REDUCTION BY 2M TO LEAVE A CROWN HEIGHT OF 10M.
75 Links Lane, Rowlands Castle, PO9 6AF

It was noted Cllr Lee had reviewed the Application and circulated his report thereon. With the agreement of members, a response was submitted prior to the Meeting, making NO OBJECTION to the proposals for T1, 2, 4, 5 and 6, and an OBJECTION to the proposals to fell T3 unless recommended by a suitably qualified Arboriculturalist, and then providing a semi-mature replacement is planted and adequately nurtured to ensure its survival. EHDC's plans to plant 120,000 trees by 2050 were noted, as was Council's belief that this should not be at the expense of allowing existing, healthy trees to be felled unnecessarily.

23468/027 REPLACEMENT OF ALL LIGHTING IN PUBLIC AREAS WITH NEW LOW ENERGY LED For Note Only LIGHTING
Rowlands Castle Railway Station, Bowes Hill, Rowlands Castle, PO9 6BP

It was noted Cllr Lee had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION will be submitted before the deadline for comments of 23 October 2020.

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

8. 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:

- Bargate has refused to undertake any further work to its Bailey Road development and matters now rest with residents of the Road who are pursuing various complaints with the developer;
- His pursuit of the alleged breach of planning permission at a property on The Green;
- Concern with and response to the Government's proposals for major reforms to the planning system;
- Ongoing need for financial support across the District given current pandemic restrictions;
- S106 Agreement for permitted element of Land East of Horndean Development is still in draft at present, and it is hoped interested parties will be able to review it before it is finalised;

In response to queries, Cllr Johnson confirmed he would:

- i) Chase EHDC officer(s) over the promised consultation on further TROs on Redhill Rd and King's Close,
- ii) Continue to pursue EHDC officer(s) to formalise the cutting of Finchdean Green only by RCPC's contractor;

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iii) Continue to chase EHDC officer(s) over the promised link between Oaklands Avenue and B'way 24, It was noted that this year's Remembrance Sunday Service will be held 'virtually', with a wreath-laying ceremony involving only a small group of invited guests. This will be organised by St John's Church.

County Cllr Marge Harvey Members noted her written report, a copy of which will be held with these Minutes, on the following HCC-related matters:

- Action to request homeowners cut hedges back rather than letting them encroach on adjacent footways;
- Planned drain clearance with a request for tree owners to clear leaves to prevent further blockages;
- Request for HGV drivers to use specific sat-navs to avoid using roads unsuitable for such vehicles;
- Anticipated closure of Woodberry Lane for 2 days to carry out works to trees.

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

a) Review of Impact of Easing of Pandemic Restrictions on Land/Facilities for which RCPC is responsible – Further to discussions at previous Mtgs, members noted the Clerk's briefing, the Risk Assessment for Re-opening of St John's Church Hall and RC Painting Society's request to consider the re-opening of the Parish Hall (all circulated previously). Given Council is sole trustee of the Parish Hall CIO, discussions then focussed around the practicalities and potential actions/resources which may be required for it to re-open, noting many Hall Management Committee members are in the vulnerable age group category during the current pandemic restrictions, as are many users. Members also noted the positive mental health benefits the re-opening of the Hall might bring to many users.

The following was AGREED:

- i) Parish Hall Work to re-open it subject to Govt guidelines, recognising this will probably be on a limited basis for the time being,
- ii) In pursuit of the above, and given some Management Committee members are not on-line regularly, to hold a physical, socially-distanced mtg between representatives of the Council and Committee,
- iii) To include discussion re the potential role of Facilities Officer
- iv) Rec Ground Pavilion will continue to remain closed, given the facilities were not necessary to sports users and Portsmouth City Council had yet to open its own such facilities.

Action 1: Clerk to organise Mtg between specified representatives as soon as possible

Action 2: Cllr Ball, Edwards, Matthews and Stanley to progress necessary paperwork required

Action 3: Clerk to keep closure of Pavilion under review

b) 2019 Annual Report & Accounts of Rowlands Castle Parish Hall CIO, for approval – Members noted the Annual Report & Accounts (circulated previously) which had been agreed by members of the Hall's Management Committee. It was unanimously RESOLVED to approve the document for submission to the Charity Commission, once a hard copy of it had been signed by the Chairman.

Action: Chairman to sign document and Clerk/Admin Asst to submit to Commission

c) Response to Further Government Consultation – 'Planning for the Future' – Members noted EHDC's Presentation on the Consultation's proposals together with CPRE's and SDNPA's published responses and various cllrs' comments to date, including Cllr Wilson's draft response on behalf of Council (all circulated previously). Concerns were expressed about the centralised and de-regulated nature of the proposals and their lack of detail, the severe curtailing of public engagement in local planning to a few weeks every 5 years, the likely impact on EHDC's draft revised Local Plan, RC's Neighbourhood Plan and the overall potential repercussions for the Parish and wider area. Members also noted that although the deadline for Consultation responses is 29 October, the proposals were due for debate by Parliament on 8 October.

It was AGREED:

- i) Clerk would draft an urgent message to local MP expressing Council's grave concern at the drastic nature of the proposals, the haste with which they were being progressed and the threat to local democracy, urging them to attend the debate on 8 October, and
- ii) Cllr Wilson would draft Council's response to the Consultation in consultation with other cllrs.

Action 1: Clerk to draft urgent message to MP prior to debate in House on 8 October

Action 2: Cllr Wilson to submit RCPC's response to Consultation before deadline of 29 October

d) Response to SDNPA's Consultation on Parking Supplementary Planning Document (SPD) – Given the deadline for responses is 19 November, it was AGREED to defer discussion on this matter to the next Council Mtg.

Action: Clerk to include on Agenda for Nov Council Mtg

e) Request by Village Fair Committee to Erect Christmas Tree on The Green – Members noted the request. It was unanimously RESOLVED to grant permission for this annual customer over the Christmas

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period, especially towards the end of what has been a particularly challenging year for so many.

Action: Clerk to inform Committee of Council's decision

f) Review of Council's Information & Data Protection Policy – Members noted no subsequent changes had been made to the SLCC model template upon which the Policy had been based and therefore no changes were necessary.

On a related matter, members noted the debate between there being no legal requirement for cllrs to be contactable by the electorate whilst the Model Publication Scheme for Councils advises including contact details for them. It was AGREED to continue to publish members' telephone numbers and email addresses but not residential addresses. It was also AGREED to explore the cost/feasibility of allocating members with email addresses based on the same domain name as the Parish Office ie ...@rowlandscastlepc.org.uk.

Action: Clerk to explore cost and feasibility of proposed arrangement

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

a) September 2020 Schedule of Payments, for authorisation – It was unanimously RESOLVED to AUTHORISE the Schedule (circulated previously) and for the remaining payments to be made. 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):

Method	Amount £	Payee	Reason
DD	197.10	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	61.39	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	1,000.00	Rec Ground Charity Account	Grant towards annual running costs
PP	100.00	Plantlife	Grant towards Road Verge Campaign
IBT	1,900.30	Terra Firma Consultancy Ltd	Prt-paymt Townscape Character Assessment
IBT	1,020.00	Titchfield Tree Services	Felling laurel hedge on RC Station Approach
IBT	1,746.10	Zurich Municipal	Annual Insurance cover from 1 October 2020
IBT	30.00	Addison Law Solicitors	Release of Parish Hall Deeds + related docs
IBT	170.40	Rigby Taylor	White-lining fluid for Rec
IBT	49.49	Office Depot (UK) Ltd	Rec Ground consumables
IBT	390.00	Surrey Hills Solicitors LLP	Advice re Prospective Lease RC Tennis Club
IBT	53.75	Rowlands Castle Association	Reimbursement for litter-clearing equipment
IBT	6.28	Rowlands Home Hardware	Office consumables + plant treatment
IBT	1,123.25	Exterior Living Rooms Ltd	Grass cutting, Lengthsman + Handyman servs
IBTs	3,662.19	Staff salaries including HMRC, PAYE and NIC	
Total	£11,510.25		

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	6,800.00	EHDC	Release of S106 Monies towards Replacement of Hall Boiler
IBT	54,430.00	EHDC	2 nd of 2 instalments of 2020/21 Precept Payment
IBT	60.00	HCC	Additional funding for priority cutting of Rights of Way
Total	61,290.00		

b) Report on Council's Bank Accounts as at 30 September 2020, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£107,574.57 <i>(Reconciled balance of £102,076.84 after accounting for payments not yet made from September's Schedule.</i>
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 £107,520 including under-spends from 2018/19 and 2019/20 on specific projects.	

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c) **Review of Budgeted and Actual Payments & Receipts to 30 September 2020** – Members noted and ACCEPTED the Clerk's Update Report (circulated previously).

Action: Clerk to publish Update on RCPC's website

d) **Quarterly Review of Council's Asset Register, including any additions and disposals** – Members noted there had been no additions or disposals to the Register since it was last reviewed in July 2020.

11. MATTERS FOR DISCUSSION:

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

b) **Potential Role of Facilities Officer for Council** - Members noted Cllr's Stanley latest draft of Background and Terms of Reference for this potential role (circulated previously). It was AGREED to discuss the role with the relevant Management Committees – see Item 9 a).

Action: Clerk to facilitate discussions with relevant Management Committee members

c) **Report on Southern Parishes Place-making Mtg on 8 September 2020** – Members noted the Clerk's informal briefing on the Mtg and, very recently, the formal minutes of the Mtg (both circulated previously). It was AGREED Cllr Stanley should represent Council on the proposed Strategy Group. In accordance with the Governance Strategy, the Clerk will represent Council on the proposed Delivery Group.

Action: Clerk to inform EHDC Mtg organisers

d) **Report on Havant Thicket Reservoir Stakeholder Mtg on 14 September 2020** – Members noted Cllr Stanley's briefing (circulated previously) on the Mtg, and that 2 entrances to the site are planned, one from the B2149 and the other from Swanmore Road, Leigh Park.

e) **Report on Land East of Horndean Development Panel Mtg on 29 September 2020** – Members noted Cllr Wilson's briefing (circulated previously).

12. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 5 October 2020** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be held with these Minutes.

b) **Update from RC Neighbourhood Plan Steering Group** - Members noted the Chairman of the Group's Report (circulated previously), a copy of which will be held with these Minutes and published on RCPC's website.

Action: Clerk to publish Report as appropriate

c) **Renewal of Council's Insurance Cover from 1 October 2020** – Members noted cover had been renewed under Council's 3-year Agreement with Zurich, this being the final year.

13. Summary of Parish Office Action Points and Priorities thereon

Members noted the action points arising from this Meeting, together with the Parish Office's existing and future workload, and that Documentation for new Cllr (Item 4), Planning (Item 7), Mtg with Parish Hall reps ((Item 9 a), Govt consultation response (Item 9 c) and submission of Consultation Response (Item 9 b) matters would take priority.

14. Date of Next Meeting

Monday 2 November 2020 at 7pm via Zoom, unless UK Govt and other guidance makes a physical mtg viable beforehand.

The Meeting ended at 9.10pm

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