

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 02.11.20

Monday 2 November 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 and Cllr W Wilson. Mrs G Whatley (Council's Admin Asst) was also present, as were Cllr M Harvey and 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 and Agree any Councillors' Apologies for Absence

Apologies for absence were received and agreed from Cllrs A Lee and J Moss.

### 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 5 October 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 concerns after receiving notification of pre-Application proposals to site a telecommunications mast near Rowlands Castle Station, especially regarding the mast's proposed height and visibility. The stated purpose of the mast was to improve WiFi connectivity for train passengers, though there was some doubt whether it would also improve general coverage in the area. D Cllr Johnson reported the matter was being dealt with by relevant planning officer(s), that the usual planning process would apply as neither this nor another site also being considered within the Parish were on 'railway land' and that the relevant landowners had yet to give their consent to the proposals. Members noted Council would not comment on the proposals until and unless they were submitted in a formal application to avoid seeming to be 'pre-determined' on the matter.

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

58914 Notification of Pre-Decision Amendment: TRIPLE GARAGE WITH OFFICE ACCOMMODATION OVER, FOLLOWING DEMOLITION OF EXISTING DOUBLE GARAGE (as amended by plans received 12.10.2020)  
*The Laurels, 63A Links Lane, Rowlands Castle, PO9 6AF*

Cllr Ball outlined the Amended Application in accordance with his review (circulated previously). Members noted the amended proposals did not appear to reflect the stated concerns of either RCPC (see Minutes of 5 October 2020) or EHDC's planning officer. Accordingly, it was unanimously RESOLVED to continue 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. It was also noted the proposals would appear to have an adverse impact on a neighbouring property, the owners of which had also objected to the original and amended proposals.

49782/006 Application for Consent to Works to Trees Subject to a Tree Preservation Order. PINE TREE - FELL. REPLACE WITH NATIVE TREE  
*51 Links Lane, Rowlands Castle, PO9 6AE*

Cllr Ball outlined the Application in accordance with his review (circulated previously). Members noted a previous Application to carry out works to the tree and that the applicant had undertaken to replace it with another of an indigenous species. It was unanimously RESOLVED to make NO OBJECTION.

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

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

County Cllr Marge Harvey gave a verbal report on the following HCC-related matters:

- Her concern over the condition of B'way 25 through the Comley Hill plots, which she has reported,
- Planned tree works requiring the temporary closure of Woodberry Lane,
- Her request for parking bay(s) for disabled people in RC village centre eg outside the Surgery and concern at other parking issues,
- Visibility issues due to the narrowness of the junction of Woodlands Avenue and Whichers Gate Rd,
- Her reporting of various potholes within the Parish.

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

- EHDC has published its response to the Govt's White Paper: Planning for the Future, (as has RCPC)
- Latest progress on further Traffic Regulation Orders for Redhill Rd, Kings Close etc,
- Forthcoming briefing to district cllrs on Lockdown 2,
- Submission of Portsmouth Water's formal Application for Havant Thicket Reservoir, which includes prevention of vehicular access off B2149 through to Leigh Park to avoid it becoming a 'rat-run',
- The need to work with the Land East of Horndean developer(s) to achieve traffic speed reductions on Manor Lodge Road for the benefit of all,

In response to queries, Cllr Harvey and Johnson confirmed they would:

- i) Urge more frequent monitoring/enforcement of parking restrictions in the village centre to ease parking,
- ii) Re-state RCPC's comments on the proposed TROs prior to the promised public consultation,
- iii) Continue to lobby for speed restrictions beyond the existing ones on Manor Lodge Rd,
- iv) Continue to pursue EHDC officer(s) to formalise the cutting of Finchdean Green only by RCPC's contractor;
- v) Continue to chase EHDC officer(s) over the promised link between Oaklands Av and B'way 24, given the relevant land owner's agreement to a similar link from Woodlands Avenue to B'way 24 (now completed),
- vi) Continue to pursue concerns with relevant authorities over activity at the Comley Hill plots.

Members urged firm action with regard to breaches of planning permission to discourage applicants from flouting the permission granted to them.

**Action: C and D Cllrs to undertake actions as appropriate**

## 7. 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 Cllr Edwards' briefing (circulated previously) which drew on discussions with representatives of RCPC and the Parish Hall's Management Committee. Members acknowledged that the Hall, in accordance with its charitable aims, was an important provision for the whole community which needed adequate funding to ensure it was versatile and safe for all users. It was AGREED:

- i) Despite Lockdown 2, a plan for re-opening the Hall, as and when permitted, was still required,
- ii) Further information was also needed to clarify the Montessori Nursery's usage of the Hall,
- iii) To sanction any necessary changes to allow the Montessori to continue to run whilst allowing others to use the Hall at the same time,
- iv) To appoint Cllrs Ball and Edwards to pursue these aims with relevant parties.

**Action: Cllrs Ball and Edwards to pursue aims, with help from RCPC & Hall officers, where necessary**

**b) Potential Role of Facilities Officer for Council** – Members noted Cllr Stanley's v4 draft of the Terms and Job Description for the role (circulated previously), which was due to undergo further refinement after discussions with the Parish Hall Management Committee. Members acknowledged the need for the role to be worthwhile and to ensure adequate funds are included in the 2021/22 budget and beyond. It was AGREED to appoint a Working Party to finalise the details of the role to consist of Cllrs Ball and Edwards along with 2 as yet unidentified members of the Hall's Management Committee.

**Action: Cllrs Ball and Edwards to liaise with 2 Committee members accordingly**

**c) Replacement of Village Information ('Lectern') Board aka Interpretation Panel** – Members noted and thanked the Admin Asst for her background paper (circulated previously) giving various options, prices etc. Members noted the importance of commissioning something which was robust, low maintenance and as vandal-proof as possible. It was unanimously RESOLVED to:

- i) Commission Option B, Noticeboards On-line (which previously supplied the Community noticeboard by the bus shelter), to supply a DMC aluminium interpretation panel/lectern at a cost of £735 + VAT,
- ii) Sanction the spending of up to £1,500 excl VAT overall on the project, to include artwork/design costs.

**Action: Admin Asst to commission item and liaise re design accordingly**

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**d) Response to Consultation on SDNPA's Parking Supplementary Planning Document (SPD) –** Members noted the Consultation SPD concerning parking for new developments within SDNP and Cllr Wilson's comments thereon (all circulated previously) as well as Cllr Ball's later comments. It was AGREED to respond to the Consultation on the basis of both their comments, noting the SPD compared favourably with that of EHDC's in terms of calculation methods and prioritisation of the need for sufficient parking space given vehicle use/ownership were likely to be features of daily life for some time yet.

**Action: Clerk to finalise and submit response by deadline of 19 November**

**e) Contractor's Quote for works to Eastern and Northern Perimeter of Rowlands Copse –** Members noted the quote and the Clerk's comments thereon (both circulated previously), referring to the works having been recommended by Council's qualified arboriculturalist to facilitate access to the Copse and define its ownership, partly due to the dumping of garden waste and non-indigenous species within it. It was unanimously RESOLVED to:

- i) Accept Titchfield Tree Services' quote of £1,950 + VAT and commission the works thereon,
- ii) Inform owners of adjacent properties re legislation against the dumping of waste on public land.

**Action 1: Clerk to commission works**

**Action 2: Clerk to draft and circulate correspondence to property owners**

**f) Review of Council's Operating Framework –** Members noted the Clerk's draft revisions to the current Framework (circulated previously). It was unanimously RESOLVED to adopt the aforementioned revisions.

**Action: Clerk to amend Framework accordingly and publish new version on Council's website**

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

**a) October 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	58.04	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	2,552.74	R J Winnicott Ltd	Office rental + cleaning 1 Oct to 31 March '21
IBT	40.54	Condor Office Solutions Ltd	Quarterly MFD costs and maintenance
IBT	132.00	VoxIT Ltd	Website accessibility + other amendments
IBT	480.00	PFK Littlejohn LLP	External Auditor fee for year ended 31/03/20
IBT	323.46	Wel Medical Ltd	Replacement electrodes for 4 defibrillators
IBT	150.00	Surrey Hill Solicitors LLP	Further advice re prospective RCTC Lease
IBT	195.00	David Somma t/a Microsomma	Managed Anti-virus and Own Cloud renewal
IBT	978.50	Exterior Living Rooms Ltd	Grass cutting, Lengthsman + Handyman servs
IBT	14.45	Rowlands Home Hardware	Office and Rec Ground consumables
IBT	5.63	Miss L Walker, Clerk	Reimbursement for postage and gratuity
IBTs	3,662.19	Staff salaries including HMRC, PAYE and NIC	
<b>Total</b>	<b>£8,789.65</b>		

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	250.00	Resident	Payment under 'Adopt a Bench' Scheme
IBT	1,548.69	HMRC	VAT Repayment for July, August & September 2020
<b>Total</b>	<b>£1,798.69</b>		

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

Account	Balance
Current	£96,996.27 (Reconciled balance of £95,085.88 after accounting for payments not yet made from November's Schedule.

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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 £108,838 including under-spends from 2018/19 and 2019/20 on specific projects.	

**c) Additional Donation to Campaign for Protection of Rural England (CPRE) –** Members noted CPRE Hampshire’s fund-raising letter (circulated previously). They expressed appreciation for the charity’s hard work, particularly regarding the Govt’s recent proposed planning reforms, and its importance as a partner and voice for parish councils. It was unanimously RESOLVED to donate £500 to support its ongoing work.

**Action: Clerk to include in November Payment Schedule**

## 9. MATTERS FOR DISCUSSION:

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

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC’s and SDNPA’s Planning Decisions up to 2 November 2020 –** The Admin Asst’s Schedule (circulated previously) was noted and a copy will be held with these Minutes.

**b) Report on Southern Parishes Place-Making Strategy Group Mtg on 2 November 2020 –** Cllr Stanley attended and gave a verbal report on the Mtg, which included discussion on:

- The Group acting as a forum for discussion between EHDC, the 3 parish councils and their residents,
- Continuing issues experienced by Horndean PC relating to the developer and the planned community facilities for Land East of Horndean Development,
- Progress on the Havant Thicket Reservoir plans,
- Update on the Local Cycling & Walking Infrastructure Plan.

## 11. 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 Planning (Item 5), progressing the Village Lectern (Item 7 c), submission of SPD Consultation response (Item 7 d) and various tree-related matters (incl Item 7 e) would take priority.

## 12. Date of Next Meeting

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

*The Meeting ended at 9.00pm*

During the course of the Meeting (both part and whole) there was 1 member of the public and no members of the Press in ‘virtual’ attendance.