**Monday 11 January 2021 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 J Moss, Cllr V Matthews

and Cllr W Wilson.

Mrs G Whatley (Council’s Admin Asst) was also present, as were C 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 Formal Notice of the Resignation of Cllr Andy Lee**

 Council received formal Notification of the resignation of Andy Lee as a member of the Council, with effect from 1 January 2021. The Chairman thanked him for his sterling work during his 5½ years as a stalwart and much-valued member of the Council. Andy will remain as Chair of the Flood Action Group at present and will continue his interest in flooding and other local environmental issues to support the Council.

1. **To Receive and Agree any Councillors’ Apologies for Absence**

 There were no apologies for absence.

1. **To Receive any Declarations of Interest**

 There were no declarations of interest.

1. **To Receive and Confirm the Accuracy of the Draft Minutes of the previous Meeting on
7 December 2020, together with a Written Update on the 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.

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

 A resident of an adjacent parish expressed their gratitude to former Cllr Lee for his work with the RC Flood Action Group to stop properties from flooding.

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

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| 23468/028 | Telecommunications Full Planning Application: PRIOR NOTIFICATION - INSTALLATION OF 1 x 17.5m MONOPOLE WITH 2 x 300mm DISHES, 3 EQUIPMENT CABINETS & ASSOCIATED ANCILLARY WORKS *Station Yard, Bowes Hill, Rowlands Castle* |
|  Cllr Stanley outlined the Application in accordance with his review, with members also noting Cllr Wilson’s background research (both circulated previously). Cllr Stanley explained the Application concerned whether ‘Prior Approval’ was required for the proposals and Council had been advised its comments should focus on siting and appearance. During discussions involving cllrs and residents, it was noted that the Application: contained varying rationales as to whether the installation was to improve connectivity for railway passengers or residents, and the extent of any benefit; lacked any visual representations of the proposals in its Landscape & Visual Impact Report; lacked any evaluation of alternative locations with lesser visual impact, lacked consideration of an existing communications mast at Redhill Road Farm; lacked an adequate consultation process to date. Doubt was expressed over the applicant’s assertion that any adverse visual impact would be outweighed by the benefits of the installation, which would be visible from neighbouring properties including the Scout Hut, the National Park and likely The Green. It was also noted the applicant had yet to make any formal representations to the landowner or serve them with the requisite notice to date. It was unanimously RESOLVED that Prior Approval is required and should not be granted. Currently, the Application fails to address adequately various issues and, contrary to Permitted Development requirements, the landowner’s permission had yet to have been sought or granted.  |

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| 59018 | FIRST FLOOR EXTENSION ABOVE GARAGE, NEW ENTRANCE PORCH AND REAR INFILL GROUND FLOOR EXTENSON*21 The Fairway, Rowlands Castle, PO9 6AQ* |
|  Cllr Ball outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION. |
| SDNP/20/05402/FUL | RETROSPECTIVE APPLICATION FOR THE CHANGE OF USE FROM BUSINESS DESIGN STUDIO AND OFFICE TO STUDIO ANCILLARY TO THE DWELLING HOUSE*Magpies, Magpie Road, Rowlands Castle, PO8 0AS* |
|  Cllr Stanley outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION. |
| 35347/001 | SINGLE STOREY EXTENSION TO REAR AND ENLARGEMENT OF EXISTING DORMER*35 Finchdean Road, Rowlands Castle, PO9 6DA* |
|  Cllr Donald outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION. |
| 59032 | DEMOLITION OF EXISTING GARAGE AND REAR CONSERVATORY AND ERECTION OF REPLACEMENT ANCILLARY ACCOMMODATION, SUN ROOM WITH COVERED AREA, RETENTION OF HOME GARDEN OFFICE AND ERECTION OF GARDEN WORKSHOP*73 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. |
| 51021/002 | Application for Consent for Works to Trees Subject to a Tree Preservation Order: T1 - OAK CROWN REDUCTION: REDUCE HEIGHT OF 20M BY 2M LEAVING FINISHED HEIGHT OF 18M. REDUCE SPREAD OF 10M TO NORTH BY 3M LEAVING SPREAD OF 7M REDUCE SPREAD OF 8M TO EAST BY 1M LEAVING SPREAD OF 7M. REDUCE SPREAD TO 7M TO WEST BY 0M LEAVING SPREAD OF 7M. REMOVE EPICORMIC GROWTH FROM MAIN STEM BUT ONLY BELOW FIRST PRIMARY LIMB.*Oakwood, Manor Lodge Road, Rowlands Castle PO9 6BA* |
|  Cllr Ball outlined the Application in accordance with his review (circulated previously) and confirmed Having established professional advice had been obtained regarding the tree it was unanimously RESOLVED to make NO OBJECTION. |
| 59038 | Application for Consent for Works to Trees Subject to a Tree Preservation Order: 1 X SILVER BIRCH – FELL, 1 X GOAT WILLOW - FELL*1 Deerleap Lane, Rowlands Castle, PO9 6FD* |
|  Cllr Moss outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION but recommend that the felled trees be replaced by at least 3 others to recognise the benefit trees bring to the environment and well-being. This would also be in line with EHDC’s Policy to ensure 120,000 new trees are planted by 2050. Given the issues sometimes associated with silver birch near properties (considerable branch spread, extensive seed dispersal) it was also recommended another indigenous species be planted instead. |
| 52401/006For Note Only | REDEVELOPMENT TO PROVIDE A NEW SALES BUILDING; NEW BIN STORE; NEW FORECOURT INCLUDING PUMP ISLANDS, CANOPY AND UNDERGROUND FUEL TANKS; PROVISION OF JETWASH, PLUS CAR CARE FACILITIES; CAR PARKING PROVISION. EV CHARGING PARKING SPACE AND ASSOCIATED WORKS FOLLOWING DEMOLITION OF EXISTING PETROL FILLING STATION AND REMOVAL OF UNDERGROUND TANKS *Shell* *Whichers* Gate, Whichers Gate Road, Rowlands Castle PO9 6BB |
|  It was noted Cllr Wilson had reviewed this latest Application having already reviewed a previous Application and various Amendments for the same site. With the agreement of members, a response of OBJECTION on various grounds had been submitted before the deadline for comments of 8 January 2021. D Cllr Johnson commented that amended plans were anticipated shortly. |

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

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

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

* Her request for the surface of Finchdean Road to be improved when weather conditions allow;
* Her meeting with D Cllr Johnson and EHDC/HBC officers to decide on the recent TRO proposals following Consultation;
* With regard to Covid-19, the report of one case of Covid 19 at St John’s Primary School before Christmas, her concerns at the number of people in the village and/or walking in Stansted, and her hopes for the elderly people in the village receiving their vaccination as soon as possible;
* That road re-lining plans are delayed so are unlikely to be undertaken anytime soon within the Parish.
* *In addition to her report*, she also stated RC Pharmacy had been granted £2K from her Community Fund to fund an additional fridge for Covid-19 vaccines.

 In response to members’ queries, Cllr Harvey undertook to:

1. Seek an update re plans to reduce the wide bellmouth at the junction of Deerleap Lane and Redhill Rd,
2. Seek an update on HCC’s plans for the £200K of S106 transport contributions paid by Bellway,
3. Seek an update on when the specified traffic calming measures proposed by Bellway to Whichers Gate Road would be carried out, now that the road surface had been improved,
4. Continue to pursue an explanation about the ANPR camera placed on Redhill Rd.

 She also explained it was not possible to withdraw the whole TRO, even though its major shortcomings had been recognised, and stated she had ultimate decision-making power on TROs within her Division.

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

* Reviving of various support mechanisms for businesses and residents during the current lockdown;
* The scope of the Local Plan will be extended to 2028 to take account of delays due to the pandemic but will be completed.

 In response to queries, Cllr Johnson undertook to pursue ongoing enforcement and other issues on various plots at Comley Hill.

1. **GENERAL MATTERS FOR DECISION: To Consider and Agree Action on the following:**
2. **Review of Impact of Pandemic Restrictions on Land/Facilities for which RCPC is responsible** – Further to discussions at previous Mtgs, members noted the Clerk’s briefing and the current Risk Assessments (RAs) for the Play Area and publicly-accessible WCs at the Recreation Ground (all circulated previously). Under Govt guidance, members noted both the Play Area and WCs could remain open at present, subject to the following of measures detailed in the relevant RAs. The WCs were currently closed due to staff illness and an incident of vandalism just before Christmas. Members recognised the WCs were used by a variety of people and their continued closure may lead to unwelcome behaviour in the Rec nearby**.**

The following was AGREED, subject to regular review:

1. To re-open the WCs as soon as possible, once some electrical and cleaning work had been undertaken,
2. Given current staff illness, investigate and engage a company to clean/monitor the WCs thrice-weekly,
3. No changes were necessary to the existing Risk Assessments,
4. Check all appropriate signage was on display both in the Play Area and WCs, once re-opened.

***Action 1: Admin Asst to liaise with electrician, address cleaning issues and check signage***

***Action 2: Clerk to investigate and engage cleaning company under her delegated powers***

1. **Review of Future Council Meeting Dates up to and including May 2021** – Members noted two proposed changes to avoid diary clashes with another Parish organisation. It was unanimously RESOLVED to postpone April and May’s Council Mtgs by one day to Tuesday 13 April and Tuesday 11 May 2021.

***Action: Clerk to amend and circulate Meeting Schedule, and include details on website***

1. **Review of Council Roles after Cllr Lee’s Resignation** – Members noted the current Council Membership including Committee(s) and Other Roles and the vacancies left by Cllr Lee’s resignation (circulated previously). In addition to the existing membership, it was unanimously RESOLVED to appoint:
* Cllrs Donald and Edwards to the Staffing & Remuneration Committee,
* Cllr Ball as Pension Administrator Contact,
* Cllr Moss to the Parish Hall Management Committee, to replace Cllr Wilson in time,
* Cllr Edwards to become a signatory to RCPC’s Current Account.

 Vacancies remain on the Council, as well on the Recreation Ground Management Committee.

***Action: Clerk to amend and circulate Membership List, and include details on website***

1. **Replacement of Bench on Deerleap Verge by Portuguese Laurel Bush** – Members noted the Admin Asst’s paper (circulated previously) on the bench which had deteriorated beyond repair. It was unanimously RESOLVED to replace it with a 1800mm Avenue Seat with recycled plastic slats and cast iron seat ends from Neptune Street Furniture, similar to those at the western end of The Green. *The price has since been confirmed as the same ie £630 + VAT incl delivery plus RCPC’s installation costs.* It was also AGREED the costs should be met from the Parish-wide Enhancement sub-Fund*.*

***Action: Clerk/Admin Asst to purchase bench and commission installation upon arrival***

1. **MATTERS FOR DECISION in respect of RCPC’s Role as Sole Trustee to a CIO (Charitable Incorporated Organisation):**
2. **Review of Report and Accounts for Recreation Ground CIO to 31 March 2020** – The 2020 Annual Report & Accounts of the CIO covers the year to 31 March 2020. Members noted the draft Report & Accounts (circulated previously). It was unanimously RESOLVED to adopt the Report as that of the Trustee of the CIO, subject to the addition of costs incurred by Council on the CIO’s behalf (eg staff costs), for signature by the Chairman before submission to the Charity Commission by 31 January 2021.

 ***Action: Admin Asst to make additions, obtain signature and submit Report to Charity Commission***

1. **FINANCIAL MATTERS FOR DECISION: To Consider and Agree Action on the following:**
2. **December 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 | 58.52 | Focus Group Ltd | Monthly Telephone and Broadband charges |
| IBT | 234.00 | Society of Local Council Clerks | Clerk’s Annual Membership for 2021 |
| IBT | 150.00 | VoxIT Ltd | Annual website hosting and domain renewal |
| IBT | 282.60 | John Slater Planning Ltd | N’hood Plan: Advice on Local Green Spaces  |
| IBT | 61.21 | Office Depot (UK) Ltd  | Parish Office consumables (paper etc) |
| IBT | 20.94 | Condor Office Solutions Ltd | Quarterly MFD costs and maintenance |
| IBT | 310.75 | Exterior Living Rooms Ltd | Handyman and Lengthsman services |
| IBT | 2,162.16 | Quality Land Services Ltd | Quarterly litter and dog waste collection fee |
| IBT | 39.00 | Miss L Walker, Clerk | Reimbursements and Travel expenses |
| IBTs | 3,662.19 | Staff salaries including HMRC, PAYE and NIC |
| **Total** | **£7,178.47** |  |

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

DD = Direct DebitSO = Standing OrderChq=ChequePP = PayPal

***Action: Clerk to make remaining payments according to Schedule***

There were no receipts during December 2020.

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

|  |  |
| --- | --- |
| **Account** | **Balance** |
| Current  | £75,798.56 *(Reconciled balance of £72,353.90 after accounting for payments not yet made from December’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 £104,246 including under-spends from 2018/19 and 2019/20 on specific projects.  |

1. **Quarterly Review of Council’s Asset Register, including any additions or disposals –** Members noted there had been one addition of the former BT kiosk on The Green and no disposals to the Register since it was last reviewed in October 2020.

***Action: Clerk to ensure former BT kiosk is included on Asset Register***

1. **MATTERS FOR DISCUSSION:**
2. **Summary of Residents’ Dealings with Parish Office December 2020 –** The Parish Office’s Summary (circulated previously) was noted and a copy will be held with these Minutes.
3. **Potential Role of Facilities Officer for Council** – Members noted the latest draft of the Job Description for the Role (circulated previously) prior to review by members of the Parish Hall Management Committee and a decision by Council at its February 2021 Mtg on proceeding with recruitment for the role.

***Action 1: Clerk and relevant cllrs to liaise with Management Committee members re draft***

***Action 2: Clerk to ensure matter is included on Agenda for February 2021 Mtg***

1. **Contributions by Various Organisations to Celebrate the Festive Season around the Parish –** Members noted how invaluable the Living Advent Calendar around the village, and the Christmas Tree, Nativity Scene and Carol Service on The Green, had been in helping the community celebrate the festive season despite the difficulty of the pandemic restrictions. It was AGREED to send formal thanks to those responsible for their organisation including specific residents/members of the Village Fair Committee, St John’s Church and other churches/organisations in the Parish.

***Action: Clerk to write ‘Thank you’ letters to those involved***

1. **MATTERS FOR INFORMATION:**
2. **Schedule of EHDC’s and SDNPA’s Planning Decisions up to 11 January 2021** –The Admin Asst’s Schedule (circulated previously) was noted.
3. **Report on SDNPA’s Parish Workshop on 8 December 2020** – Cllrs Wilson and Matthews attended, and members noted the latter’s oral report thereon (hard copy circulated after the Mtg).
4. **Report on SLCC Hampshire Branch Mtg on 16 December 2020** – The Clerk and Admin Asst attended and members noted the latter’s report thereon (circulated previously).
5. **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 the Planning responses (Item 6), Re-opening of public WCs at Rec (Item 8a), some admin elements of new roles (Item 8c), the submission of the CIO Report (Item 9a) and progression of the potential Facilities Officers role (Item 11b) would take priority.

1. **Date of Next Meeting**

Monday 1 February 2021 at 7pm via Zoom, unless UK Govt and other guidance makes a physical mtg viable beforehand.

*The Meeting ended at 9.40pm*

During the course of the Meeting (both part and whole) there were 3 members of the public and no members of the Press in ‘virtual’ attendance.