

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 07.12.20

Monday 7 December 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 J Moss, Cllr V Matthews and Cllr W Wilson (in part – See Items 1 and 5).

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 and Agree any Councillors' Apologies for Absence

Apologies for absence were received and agreed from Cllr A Lee. It was also noted Cllr Wilson would join later due to a prior engagement.

### 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 2 November 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 asked what progress RCPC's Traffic & Road Safety Review of 2016, updated in 2019, had made. The Chairman explained it represented a snapshot of most roads in the Parish. It had been sent to HCC and local County Cllr at the time, though sadly many of the Review's recommendations could not be implemented due to prioritisation and resource issues. Parish councils are only allowed to fund very limited and minor street works, in accordance with HCC's Community-funded Initiative, however the Review had been used to inform and guide Council's later commissioning of works via the Initiative.

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

24045/005 DETACHED DWELLING  
31 Durrants Road, Rowlands Castle PO9 6BE

Cllr Donald outlined this Application for a new dwelling on land adjacent to the property in accordance with his review (circulated previously), and having discussed the matter with Cllr Ball. At the invitation of the Chairman, the applicant stated the dwelling would be built in sympathy with several neighbouring properties and that whilst being close to a neighbouring property at the front, the plot was on an angle to provide a turning circle for the driveway. It was unanimously RESOLVED to make NO OBJECTION.

*Cllr Wilson joined the Meeting towards the end of discussions on the above Application but did not vote on it*

58672/002 CONVERSATION OF ROOF SPACE WITH SIDE GABLE AND FRONT AND REAR DORMERS (Revision to that Approved under Application 58672)  
**[EHDC has since acknowledged this is a Retrospective Application]**  
16b The Green, Rowlands Castle PO9 6BN

Cllr Stanley outlined the 'revised' Application in accordance with his review (circulated previously). Members noted the revisions were retrospective as the works had already been undertaken. It was unanimously RESOLVED to OBJECT on the grounds that: the works had not been carried out in accordance with the previously permitted plans and the revisions differed greatly from the latter representing a breach of planning permission; the plans submitted for this 'revised' Application did not

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accurately reflect the development which had taken place, the applicant did not appear to have complied with previous conditions, the works contravened EHDC Policy CP29 in not respecting the area's characteristics, and Policies HE2 and HE5 regarding alterations and extensions to buildings, the latter regarding those within a Conservation Area. Council expressed concern that were these 'revisions' to be permitted it would set a very unwelcome precedent and urged EHDC to refuse permission.

- 51680/001 HYBRID APPLICATION SEEKING:
- 1) FULL PLANNING PERMISSION FOR DEVELOPMENT OF A RESERVOIR FOR RAW WATER STORAGE. A PUMPED STORAGE RESERVOIR, WITH THE MINIMUM REQUIRED TOTAL STORAGE CAPACITY OF 8,700 MILLION LITRES (MI) TO SUPPORT THE PLANNED BULK SUPPLY TRANSFER OF AT LEAST 21MI/d IN EXTREME (CURRENTLY DEFINED AS 1:200 YEAR) DROUGHT CONDITIONS; CONSTRUCTION OF AN EARTH EMBANKMENT ADJACENT TO STAUNTON COUNTRY PARK; CONSTRUCTION OF AN OVERFLOW DISCHARGE/SPILLWAY AT THE SOUTH-WESTERN SIDE OF THE RESERVOIR AND ASSOCIATED WORKS; CONSTRUCTION OF A NEW JUNCTION ON THE B2149 MANOR LODGE ROAD AND A NEW JUNCTION ON SWANMORE ROAD. PROVISION OF VIEWING AREAS ON THE SOUTHERN EMBANKMENT AND WESTERN EDGE OF THE RESERVOIR, and
  - 2) OUTLINE APPLICATION FOR (MATTERS TO BE CONSIDERED OUTLINED IN TABLE 2.2 IN THE SUBMITTED DEVELOPMENT SPECIFICATION) CONTROL HOUSE PARTIALLY INCORPORATED WITHIN LANDSCAPED EARTH MOUNDING ADJACENT TO THE SOUTH WEST EMBANKMENT; TOGETHER WITH PROVISION OF OTHER EARTH EMBANKMENTS. CONSTRUCTION OF A VISITOR'S CENTRE/CAFE, WITH STORAGE AREAS AND WELFARE FACILITIES TO THE NORTHWEST OF THE RESERVOIR TO BE USED FOR RECREATIONAL AND EDUCATION PURPOSES; PROVISION OF PICNIC AREA(S) AND CHILDREN'S PLAY AREA(S). ACCESS ROUTES FROM BOTH JUNCTIONS TO THE VISITOR CAR PARK; VISITOR CAR PARK COMPRISING 193 CAR PARKING SPACES AND BETWEEN 70 AND 75 OVERFLOW SPACES PLUS SPACES FOR STAFF, COACH/MINIBUS AND DISABLED DRIVERS SITED TO THE NORTH WEST OF THE RESERVOIR. CREATION OF A PERMANENT WETLAND ON THE NORTHERN SIDE OF THE RESERVOIR AND CONSTRUCTION OF BIRD WATCHING HIDE/SCREEN(S); RECREATIONAL FACILITIES FOR PUBLIC AMENITY. PROVISION OF PERIMETER TRACKS AND A NETWORK OF BRIDLEWAYS, CYCLE PATHS AND FOOTPATHS; CONSTRUCTION OF A SLIPWAY ON THE WESTERN BANK OF THE RESERVOIR FOR OPERATIONAL USE ONLY AND A SMALL SECTION OF THE PROPOSED PIPELINE (210m).

*Havant Thicket Winter Storage Reservoir, Manor Lodge Rd, Rowlands Castle*

Cllr Stanley outlined the Application in accordance with his review of the Application (circulated previously) and knowledge of the proposals as RCPC's representative on the Havant Thicket Reservoir Stakeholder Group. Members noted the comments of a retired Portsmouth Water employee with expert knowledge of the proposals, together with concerns relating to the promised bus service, the avoidance of creating a 'rat run', the impact on the B2149 and the mini-roundabout system by the Shell Garage. Cllr Harvey commented HCC would soon be meeting to consider its response and she would inform RCPC thereafter. *(The HCC meeting was later postponed.)* D Cllr Johnson confirmed the Application would go before the Planning Committees of both EHDC and Havant BC on a date yet to be advised. It was unanimously RESOLVED to make NO OBJECTION to the principle of the proposals, SUBJECT to the various provisos as detailed in Cllr Stanley's review and Cllr Wilson's further comments.

**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:

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

- Her requests that drain clearance be undertaken soon (with Woodberry Lane a priority), pot-holes be filled as and when weather permits and re-lining be carried out on roads within the village;
- Acknowledgement of the current TRO proposals (see Item 7 a) though speeding issues should be referred to the Police – she had also complained to the Police & Crime Commissioner re speeding;
- Her request for traffic enforcement to deal with cars parking on double yellow lines by the railway arches, obstructing traffic from Woodberry Lane, and for disabled parking bay(s) in the village centre;
- Her request for a reason for the sudden placement of an ANPR camera on Redhill Rd by St John's Church, reportedly sanctioned by HCC.

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

- Norse South East have been clearing drains cover in the Parish:
- The findings of a recent, publicly-available Governance Review of EHDC and the progress made thereon.

In response to queries, Cllr Johnson:

- i) Noted the slow response from the Land East of Horndean (LEoH) developer meaning the LEoH Development Panel had not met for some time;
- ii) Recognised that delays affect the implementation of traffic measures on B2149 and elsewhere,
- iii) In connection with reported planning breaches on the Comley Hill plots, he explained EHDC's Enforcement Team is dealing with 200+ potential breaches at present and more resources/staff are needed to deal with this situation long-term,
- iv) Noted credible reports of individuals living on another Comley Hill plot where the Environment Agency is also investigating reports of unauthorised waste burning.

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

**a) Response to EHDC's Consultation on Proposed Traffic Regulation Order (TRO) for Redhill Road, Hillbrow Close, King's Close and the area of The Green** – Members noted and thanked Cllr Wilson for his comprehensive review of all the TRO documentation and draft response thereon, and also the Clerk's collation of comments from those residents who had copied the Parish Office into their responses to the Consultation (both previously circulated). Members also noted that details of the Consultation had been publicised on RCPC's website and via a Grapevine message. Concern was expressed at the many inaccuracies, inconsistencies and anomalies which had been identified in the various documentation, maps etc. Cllr Johnson reported the TRO proposals had been based on an accumulation of requests/complaints from various residents over the course of the last year or so. At the invitation of the Chairman, one resident spoke in support of RCPC's views, including those of the previous TRO Consultation when RCPC recommended variations to the proposals which were sadly not heeded.

In light of the above, it was AGREED that the documentation and Consultation thereon were not fit for purpose and that in its response to the Consultation RCPC would:

- i) Strongly recommend the TRO proposals be withdrawn pending a far more strategic review of the TRO and related needs for the village and residents, to involve local representatives with knowledge of the area,
- ii) If, in spite of the above EHDC persisted with the TRO, list all the issues with the documentation as well as those aspects RCPC might support or not, drawing on Cllr Wilson's review and draft.

**Action: Clerk to finalise Consultation response, submit to EHDC and publish on RCPC's website**

**b) Requests by St John's Church to use The Green for a Nativity Scene over Christmas 2020, and to hold a small Children's Service with Carols on The Green on Christmas Eve** – Members noted both requests, with the former having already been permitted informally in the interest of timescales, pending ratification at this Mtg. It was unanimously RESOLVED to permit both requests, subject to the Church providing all necessary risk assessments and confirming that its insurance will cover the proposals.

**Action: Clerk to inform Church of permissions and liaise accordingly**

**c) Potential Installation and Location of RBL 'Tommy' Remembrance Soldier(s) in Parish** – Members noted the suggestion by a resident that Rowlands Castle acquires one of the silhouetted soldier installations, in common with other villages, especially given the connection of village with the two World Wars. They also noted the Clerk's background information thereon. After considering various locations on land for which RCPC is responsible and the need for any installation to be in an uncluttered but visible place, it was RESOLVED to purchase one silhouette from the Royal British Legion Industries at a cost of £125 incl VAT and to install it near the south-western corner of The Green. Members noted one of 3 inscriptions was offered by the manufacturers but wished to confirm whether one was available without any such inscription.

**Action: Clerk to arrange purchase and installation, subject to confirmation re inscription**

**d) Payment of Clerk's Annual Membership of Society of Local Council Clerks** – It was unanimously RESOLVED that this be paid for the forthcoming year, in the sum of £234. It was also agreed to investigate association membership for Council's Admin Asst.

**Action: Clerk to renew subscription for 2020 and include in December Payment Schedule**

## 8. MATTERS FOR DECISION in respect of RCPC's Role as Sole Trustee to a CIO (Charitable Incorporated Organisation):

**a) Renewal of RC Tennis Club's Lease of Courts at the Recreation Ground** – Further to discussions at Council's Mtg on 7 September 2020, the Clerk confirmed that legislative requirements would necessitate a

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new 20-year Lease rather than the renewal of the existing one and the agenda Item was incorrectly-worded. Members noted the Clerk's briefing (circulated previously) and further research which indicates RCPC could not reclaim VAT on any legal costs associated with the new Lease. They also noted that whilst any rental paid by the Club should be reasonable, RCPC as sole trustee of the Recreation Ground CIO had been legally advised, according to charitable principles, to ensure the CIO was not left 'out-of-pocket'.

As sole trustee of the CIO, it was unanimously RESOLVED:

- i) That the CIO should progress matters and accrue the legal costs in its name then recoup them from the Club over a maximum of 4 years, as part of the new Lease;
- ii) The annual rental paid by the Club should be index-linked, and should also take into account that the Club will soon retain the proceedings of public bookings (currently c £120 pa) therefore a figure of c £750 pa would not be unreasonable;
- iii) Noting that the CIO account does not have sufficient funds to pay the estimated legal cost of £2,000 + VAT up front, RCPC would loan such monies as required, subject to repayment over a similar period to that agreed at i).

**Action 1: Parish Office to progress with RCPC's solicitor and the Club**

**Action 2: Clerk to make appropriate payment to CIO account when appropriate**

## b) Renewal of Wayleave Fees for Properties with Private Access onto Recreation Ground –

Members noted certain properties benefitted from private pedestrian access onto the Ground under a short Licence Agreement, for which a fee is collected every 5 years. The most recent period expired on 31 March 2020 for which the fee was £10. It was unanimously RESOLVED to charge a fee of £15 (ie £3 per year) for the period 1 April 2020 to 31 March 2025 to be paid into the CIO's account.

**Action: Admin Asst to notify property owners, supply updated Agreement and collect fees**

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

a) **November 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	61.76	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	106.09	Condor Office Solutions Ltd	Quarterly Rental of copier/scanner/printer
IBT	4973.76	Terra Firma Consultancy Ltd	Balance-paymt Townscape Character Assmnt
IBT	500.00	CPRE Hampshire	Donation towards Fund-raising Campaign
IBT	171.00	Westcotec Ltd	Purchase of replacement SLR batteries
IBT	1008.00	Noticeboards Online Ltd	Part-payment for new Village Lectern
IBT	1448.49	Exterior Living Rooms Ltd	Grass cutting, Lengthsman + Handyman servs
IBT	7.18	Rowlands Home Hardware	Office consumables
IBT	2411.64	Quality Land Services Ltd	Quarterly litter and dog waste collection fee
IBT	1475.00	Hampshire County Council	Part-payment for further CFI works in Parish
IBT	27.00	Cllr C Stanley	Part-payment of Cllr's Allowance
IBT	25.65	Miss L Walker, Clerk	Reimbursement for postage and Wreath
IBT	19.79	Mrs G Whatley, Admin Asst	Reimbursement for home printer cartridges
IBTs	3,662.19	Staff salaries including HMRC, PAYE and NIC	
<b>Total</b>	<b>£16,094.65</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 Schedule**

A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	514.14	United Trust Bank	Annual Interest Payment on RCPC's 100-day Notice Acc

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

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Account	Balance
Current	£85,859.13 ( <i>Reconciled balance of £79,532.37 after accounting for payments not yet made from November'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 £104,246 including under-spends from 2018/19 and 2019/20 on specific projects.	

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

**Action: Clerk to publish Update on RCPC's website**

**d) Finance Working Group's Recommendations re Budget for 2021/22 and Resultant Precept** – In accordance with the internal auditor's recommendations, members reviewed the current General and Restricted Reserve funds (circulated previously), including the anticipated expenditure to the end of 2020/21. They also noted the Group's detailed and overall Proposed Expenditure recommendations (circulated previously), including anticipated expenditure and income to the end of 2020/21 and identified major budget priorities for 2021/22, together with a forecast moderate increase in the Council Tax Base.

It was then unanimously RESOLVED to:

- i) With regard to Restricted Reserve funds, allocate £500 of CIL Neighbourhood money on the new Village Lectern (see Minutes of Mtg on 2 November 2020) and allocate the remaining £1600 of the Community Litter-Clearing Grant to cover the cost of additional litter collections in 2020 during the pandemic.
- ii) ACCEPT the Proposed Expenditure Budget of £117,918 for 2021/22;
- iii) AGREE a resultant Precept of £112,126 for 2021/22, recognising both the Council's requirements and the need for prudence during these challenging times, with any shortfall to be made up from Council's Reserves.

**Action 1: Clerk to make appropriate amendments to Restricted Reserve Funds**

**Action 2: Clerk to submit Precept Notification for 2021/22 to EHDC**

**Action 3: Clerk to publish proposed Budget for 2021/22**

*Cllr Moss left the Meeting temporarily*

## 10. MATTERS FOR DISCUSSION:

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

**b) Opening Times for the Parish Office over 2020 Festive Season** – It was AGREED that the Parish Office will shut to the public from 24 December 2020 to 3 January 2021 inclusive, re-opening on Monday 4 January 2021, though the answerphone and emails would be monitored during that period

**Action: Clerk to publish on RCPC's noticeboards and website**

*Cllr Moss rejoined the Meeting*

## 11. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 7 December 2020** – The Admin Asst's Schedule (circulated previously) was noted, including the provisos for windows in a permitted garage at 63a Links Lane, and a copy will be held with these Minutes.

**b) Report on EHDC's Briefing on Infrastructure Planning & Delivery on 10 November 2020** – The Clerk and various RCPCllrs attended. Members noted the Clerk's summary thereon (circulated previously).

**c) Report on EHDC's Southern Parishes Place-Making Delivery Group Mtg on 17 November 2020** – The Clerk attended and members noted her summary thereon (circulated previously).

**d) Report on East Hants Community Rail Partnership Stakeholder Group Mtg on 3 December 2020** – Cllr Stanley attended and members noted his summary thereon (circulated previously).

**e) Report on Havant Thicket Reservoir Stakeholder Group Mtg on 3 December 2020** – Cllr Stanley attended and members noted his summary thereon (circulated previously).

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## 12. 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 TRO Consultation (Item 7a), Havant Thicket Reservoir (Item 5), 2021/22 Budget and Precept (Item 9 d) and CIO matters (Items 8 a and b) would take priority.

## 13. Date of Next Meeting

Monday 11 January 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 4 members of the public and no members of the Press in 'virtual' attendance.

DRAFT