

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 01.02.21

Monday 1 February 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, Cllr H Schneider (see Item 3) and Cllr W Wilson.

G Whatley (Council's Admin Asst) was also present, as were C Cllr M Harvey, D Cllr M Johnson, F Charlesworth representing RC Gardening Club and I Young, Chair of NPSG, 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

There were no apologies for absence.

2. To Receive any Declarations of Interest

There were no declarations of interest at this point.

3. To Consider an Application from a Candidate for the Vacancy for Finchdean Ward on the Council and Vote on the Co-option of said Candidate

Members noted the process detailed in Council's Policy on Co-option of Councillors had been followed during the progress of this Application (circulated previously). It was unanimously RESOLVED to co-opt the candidate, Hank Schneider, to the Council to represent Finchdean Ward (incl Idsworth and surrounding areas). Cllr Schneider signed his Declaration of Acceptance of Office form in view of the Clerk and other members and joined the Mtg.

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

Members noted there remains one vacancy on the Council which is currently being advertised.

4. To Receive and Confirm the Accuracy of the Draft Minutes of the previous Meeting on 11 January 2021, 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 in accordance with the process detailed in Item 5 below.

The Clerk's Update on the Progress of Resolutions (circulated previously) was received and noted and a copy will be held with these Minutes. D Cllr Johnson reported there was still no news from EHDC on Council's formal request to take over the grass cutting of Finchdean Green, and probably wouldn't be until the growing season began. The Clerk also undertook to check the timescales for the further works planned under HCC's Community-funded Initiative.

Action: Clerk to check timescales with Hants Highways contact(s)

5. To Agree the Process for the Retrospective Signing of Confirmed Minutes from all Council Mtgs from 2 March 2020 to the present

The Clerk explained that although previous minutes had been confirmed, they had not yet been signed, due largely to pandemic restrictions. As the end of the Council year was approaching, she recommended she produce fair copies of all relevant Minutes and deliver them to the Chairman's residence for signing. Members AGREED with this recommendation but queried whether 'electronic' signatures would suffice. In future, the Clerk undertook to provide the Chairman with a fair copy of the relevant Minutes, which if/when confirmed could then be signed 'on camera' at the Mtg. *The Clerk has since established that a 'wet' signature is required for the Minutes together with the date of the signature, rather than the Mtg at which the Minutes were confirmed.*

Action: Clerk to deliver fair copies of relevant Minutes to Chair for signing

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

There were no comments from any of the residents in 'virtual' attendance.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 01.02.21

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

56520/001 FIRST FLOOR EXTENSION TO SIDE AND ENLARGEMENT OF FRONT PORCH
4a Whichers Gate Road, Rowlands Castle, PO9 6BB

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

HCC/2020 VARIATION OF CONDITION 2 OF PLANNING PERMISSION 02/67492/000 FOR A TIME
/0722 EXTENSION, FOR THE ENVIRONMENTAL CONTROL COMPOUND TO 2030 AT
(also EH018 & SOUTHLEIGH LANDFILL SITE, EMSWORTH COMMON ROAD, HAVANT, PO9 2PB
27242/016) *Southleigh Landfill Site, Emsworth Common Road, Havant*

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

58876/001 Notification of Intention to Carry Out Works to Trees Within a Conservation Area: 1 x
and HAWTHORN (MARKED AS 2. ON PLAN) - FELL

52788/001 *2b Links Lane, Rowlands Castle, PO9 6AD*
and

Notification of Intention to Carry Out Works to Trees Within a Conservation Area: 1 x TREE
- UNKNOWN (MARKED AS 1. ON PLAN) - REMOVE
4 Links Lane, Rowlands Castle, PO9 6AD

Cllr Ball outlined these 2 linked applications in accordance with his review (circulated previously). Members noted both trees were just inside the boundary of the Conservation Area though neither were noticeably visible from The Green or surrounding area. It was unanimously RESOLVED to make NO OBJECTION. (As the joint owner of one of the properties, Cllr Moss did not vote.)

58672/002 RETENTION OF CONVERSION OF ROOF SPACE WITH SIDE GABLE AND FRONT
FUL AND REAR DORMERS, FIRST FLOOR REAR DOUBLE DOORS AND CHANGES TO
For Note FRONT GLAZING (as amended by plans received 6th January 2021)
Only *16b The Green, Rowlands Castle, PO9 6BN*

It was noted Cllr Stanley had reviewed this latest Amendment, as well as an earlier one and the original Application. With the agreement of members, a response of OBJECTION on various grounds had been submitted before the deadline for comments of 22 January 2021. D Cllr Johnson reported EHDC officer(s) intended to have a "meaningful conversation" with the Applicant and/or their representative.

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:

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

- The outcome of the TRO proposals, as agreed by her and D Cllr Johnson;
- Anticipated further TRO proposals and consultation to deal with some outstanding elements;
- HCC's request for comments on its next Transport Plan prior to formal consultation later in 2021;
- Her request for the reinstatement of the vandalised main 30mph sign on Finchdean Rd;
- On-going pothole issues and her request for the enforcement of parking restrictions in the Parish.

In addition to her report, she stated she still awaited a reply from HCC officer(s) about promised works to narrow the bellmouth of Deerleap Lane at the junction with Redhill Rd

In response to members' queries, Cllr Harvey stated there would be a further meeting in early February, with an EHDC officer and representative of RCPC, to address remaining TRO concerns in light of RCPC's original request for a strategic review of Redhill Rd. *It was later decided Cllr Stanley would represent RCPC.*

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

- During the current lockdown, EHDC officers are not permitted to conduct site visits, so one will endeavour to contact the owner of Plot 5b at Comley Hill to discuss transgressions on the site,
- EHDC plans a 2% rise in its portion of Council Tax for 2021/22 with no change to service provision;

In response to members' queries, Cllr Johnson:

- i) Recognised the need for more Planning Compliance officers and funding for same;
- ii) Stated that Planning Compliance did not fall under the Planning Dept;
- iii) Questioned officers over advice that RCPC would need to apply for planning permission at a cost of c £300 to undertake some proposed minor internal works to doors in the Parish Hall; charities not being exempt.
- iv) Noted further issues at Comley Hill.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 01.02.21

He advised contacting a senior EHDC officer regarding Compliance officers' apparent difference in approach towards issues at a plot in a neighbouring Parish and those at Comley Hill.

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

a) Potential Role of Facilities Officer for Council – Further to discussions at previous Mtgs, members noted the most recent draft of the Job Description for this role (circulated previously). The Chairman thanked Cllrs Ball and Edwards for their hard work to date on this. Members also noted the draft needed further examination in conjunction with the Parish Hall Management Committee (PHMC) before the document could be formally accepted but pandemic restrictions and varying levels IT availability/knowledge had hindered this. Members recognised the need for the role in ensuring the Hall is run in accordance with regulations and requirements. Cllrs Ball and Edwards undertook to liaise with as many other PHMC members as possible to resolve any remaining matters. Cllr Harvey expressed her support for the proposed role.

Action: Cllrs Ball and Edwards to liaise with PHMC members to finalise Job Description for role

b) Replacement or Refurbishment of Bus Shelter by The Green – It was AGREED this Item would be deferred to the next Mtg to allow time to investigate details to enable Council to make an informed decision.

Action: Clerk to investigate and Item to be included on March Mtg Agenda

c) Consultation on Resident's 'General Guidance for Development of Private Properties' – Members noted the document and Cllr Wilson's comments thereon (both circulated previously). This was done in the context of the emerging Neighbourhood Plan and its Steering Group's recent commission of a Settlement Character Assessment. It was AGREED to note the document, appreciating the thinking and work which had gone into it, and ask that any further work/public discussion on it be held off until the Neighbourhood Plan is completed and has undergone the necessary inspection, consultation and formal acceptance by referendum, to avoid confusion amongst residents. If it is then felt that a short, informal set of guidelines is required then the document can be discussed further.

Action: Cllr Stanley to write to the resident as appropriate

d) Request by RCA to use The Green for May Day Picnic on 3 May 2021, subject to Government pandemic legislation/guidance – Members noted the RCA's request in line with past years, subject to Govt regulations/guidelines in place at the time. It was unanimously RESOLVED to GRANT the request, subject to the aforementioned regulations/guidelines and the provision of the appropriate insurance and risk assessment documentation if the event proceeds.

Action: Clerk to inform RCA of granting of request and provisos thereon

e) RC Gardening Club's Proposals for Planting Scheme for Section of Deerleap Verge opposite Church on The Green – Members noted the proposals (circulated previously) for a 4m² plot on the Verge and the related request for funding. The Chairman welcomed a representative of the Club who addressed the Mtg and answered queries relating to visibility, the existing oak tree and ongoing maintenance of the Scheme. It was unanimously RESOLVED to approve the proposals and fund half the costs from the Parish-wide Enhancement sub-Fund. The need to liaise with residents of nearby properties was also recognised.

Action: Clerk to liaise with Club and facilitate discussions with residents accordingly

f) Amendment to Policy on Co-option of Councillors in line with Electoral Commission Guidance – Members noted the Clerk's draft minor revisions to reflect Electoral Commission Guidance on the eligibility criteria for cllrs. It was unanimously RESOLVED to adopt the aforementioned revisions.

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

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

a) January 2021 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	63.20	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	4,788.00	Titchfield Tree Services	Tree maintenance work around Parish
IBT	378.00	Good Directions Ltd	50% deposit on new bench on Deerleap Verge

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 01.02.21

IBT	790.00	Surrey Hills Solicitors	Registration of Rec Ground and other advice
IBT	727.25	Exterior Living Rooms Ltd	Handyman and Lengthsman services
IBT	102.00	Starglaze Windows Ltd	Repairs to door of public WC at Rec
IBT	10.60	Rowlands Home Hardware	Office and Rec Ground consumables
Chq	1.00	BT Payphones	Contract fee to adopt BT kiosk by bus shelter
IBT	134.30	Miss L Walker, Clerk	Reimbursement-Unknown Tommy from RBLI
IBTs	3,662.19	Staff salaries including HMRC, PAYE and NIC	
Total	£10,853.64		

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	2,549.67	HMRC	VAT Repayment for October, November & December 2020

b) Report on Council's Bank Accounts as at 31 January 2021, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£65,937.09 <i>(Reconciled balance of £64,049.93 after accounting for payments not yet made from January'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 £101,369 including under-spends from 2018/19 and 2019/20 on specific projects.	

11. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with Parish Office January 2021 – The Parish Office's Summary (circulated previously) was noted and a copy will be held with these Minutes.

b) Update from RC Neighbourhood Plan Steering Group (NPSG) – Members noted the NPSG Chairman's Report (circulated previously) and welcomed him to the Mtg. He thanked Cllrs Ball and Wilson, as RCPC representatives on the Group, for their input along with that from other Group members. Members AGREED to revisit the question of signage to encourage more use of the Rec Ground car park.

Action: The Parish Office to facilitate re-visiting signage to Rec Ground

c) Report on RC Gardening Club Mtg on 20 January re Re-Wilding – Cllrs Ball and Matthews attended and members noted their report, particularly that wildflower areas take far more effort and preparation than is often imagined but areas just left uncut can still be havens for wildlife without additional work. The Clerk noted the need to putting re-wilding and grass cutting on the Agenda for Council's next Mtg in March.

Action: Clerk to include on March Council Mtg Agenda

12. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 1 February 2021 – The Admin Asst's Schedule (circulated previously) was noted.

b) Rowlands Castle Association's AGM on 3 February 2021 via Zoom – Several cllrs plan to attend.

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 the TRO Mtg (Item 8), Planning responses (Item 7), Minute signing (Item 5), Gardening Club's proposals (Item 9 e), Bus shelter proposals (Item 9b) and Rec Ground signage (Item 11a) would take priority.

14. Date of Next Meeting

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

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 01.02.21

The Meeting ended at 8.55pm

During the course of the Meeting (both part and whole) there was 1 member of the public (in addition to those listed as attendees on Page 1) and no members of the Press in 'virtual' attendance.

DRAFT