**Monday 1 March 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 and Cllr W Wilson.

C Cllr M Harvey, D Cllr M Johnson, plus Ms H Penfold and Mr G Charlesworth as representatives of the RCA (see Item 7 c), were also present in part.

**MINUTES:**

Taken by Lisa Walker (Clerk to the Council).

THERE WAS NO NEED FOR THE CHAIRMAN’S SAFETY ANNOUNCEMENT ON THIS OCCASION.

In accordance with the Agenda, when joining the Mtg all attendees agreed to the Meeting being recorded.

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 at this point.

1. **To Receive and Confirm the Accuracy of the Draft Minutes of the previous Meeting on
1 February 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 at later date as it had not been possible to deliver a fair copy to him in time for the Mtg. ***Action: Clerk to liaise with Chairman to sign fair copy***

 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**

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

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

|  |  |
| --- | --- |
| 53742/001 | Notification of Lawful Development Certificate Proposed Application: LAWFUL DEVELOPMENT PROPOSED - DETACHED GARAGE, NOT FURTHER FORWARD OF THE PRINCIPAL BUILD LINE AND WITH THE ROOF HEIGHT NO GREATER THAN 4M. ASSOCIATED EXTENSION TO EXISTING DRIVEWAY USING PERMEABLE PAVING (TO MATCH EXISTING)*71 Links Lane, Rowlands Castle, PO9 6AF* |
|  Cllr Edwards outlined this Notification in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION. |
| 34435/002 | CONSERVATORY TO REAR*1 Glen Dale, Rowlands Castle PO9 6EP*  |
|  Cllr Matthews outlined this Application in accordance with her review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION. |
| SDNP/20/05205/FUL | RETROSPECTIVE APPLICATION FOR THE CONSTRUCTION OF HARD SURFACING TO FORM A TRACK BETWEEN EXISTING ACCESS AND AGRICULTURAL BARN (Barn Approved under SDNP/19/03310/APNB)*Land between Woodhouse Lane and Boyes Lane, Rowlands Castle* |
|  Cllrs Donald and Schneider outlined this Application in accordance with their review (circulated previously), noting this was the latest of several applications for the site including an as yet undecided application for temporary Change of Use due to pandemic restrictions. Members noted Cllr Wilson’s advice (circulated previously) re various relevant SDNPA planning policies, some inaccuracies in the planning application and the difference in various types of land values. At the invitation of the Chairman, the applicants stated: they had made this application on the recommendation of an EHDC Enforcement/Compliance Officer; they had incurred significant costs undertaking this and other works to the plot and adjacent right of way, including the building of a substantial barn (though not as big as could be permitted); the track was originally laid to facilitate the building of the barn and its retention would prevent damage to the field during hay harvesting; they were considering using the land for equine therapy and had no intention of selling it; they wanted their plot to benefit the SDNP. Members wondered why the track hadn’t been included in the previous application for the aforementioned barn, and why it continued to be needed now the barn had been completed and little or no damage had been, or was likely to be, caused to the land during hay harvesting.  It was unanimously RESOLVED to OBJECT on the grounds the proposals contravened the specified SDNPA Policies (SD1 para 3b, SD4 b), SD5 a), SD39 a, b and c.  |
| SDNP/20/05488/HOUS | SINGLE STOREY EXTENSION TO REAR TO CREATE AN INTERNAL SWIMMING POOL *Woodhouse Ashes Farm, Bowes Hill, Rowlands Castle PO9 6BS*  |
|  Cllr Edwards outlined this Application in accordance with his review (circulated previously), noting the proposals were unlikely to conflict with SDNPA’s Dark Skies Policy as there would be minimal light spillage. It was unanimously RESOLVED to make NO OBJECTION |
| 57511/002 | SINGLE STOREY REAR EXTENSION*Railway Cottages, 2 Woodberry Lane, Rowlands Castle PO9 6DP* |
|  Cllr Stanley outlined this Application in accordance with his review (circulated previously), noting the proposed pitched roof in these proposals in contrast to a flat one in a previous application for the property. It was unanimously RESOLVED to make NO OBJECTION. |
| 57564/001For Note Only | Notification of Intention to Carry Out Works to Trees Within a Conservation Area: T1, T2 - OAK CROWN REDUCE BY 25%. T3 - CHERRY - CROWN REDUCE OF 25%. T4 - YEW - TRIM - FINISHED HEIGHT 2M SPREAD 2M. T6 - GOAT WILLOW x 3 - CROWN REDUCE 30%. T7 - HOLLY - TRIM - FINISHED HEIGHT 2M SPREAD 2M. T8, T9 - GOAT WILLOW - CROWN REDUCE 30%. T10 - GOAT WILLOW x 2 - REMOVE. T11 - BAY LAUREL - TRIM - FINISHED HEIGHT 2.5M SPREAD 2M. T12 - HOLLY - TRIM - FINISHED HEIGHT 2.5M SPREAD 2M. T13, T15, T16, T18 - GOAT WILLOW - CROWN REDUCE 30%. T17 - HOLLY - TRIM - FINISHED HEIGHT 2.5M SPREAD 2M. T19, T20 - ASH - POLLARD *Staunton Country Park, Durrants Road, Rowlands Castle* |
|  It was noted Cllr Ball had reviewed this Notification and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted before the deadline of 18 February 2021. |
| 49574/011For Note Only | Application for Consent for Works to Trees Subject to a Tree PreservationOrder: ENGLISH OAK (T1) 1. REMOVE MULTIPLE SMALL-DIAMETER BRANCHES FROM DORMANT BUDS AT LARGE OCCLUDED PRUNING WOUND AT 4M ABOVE GROUND LEVEL - SOUTH-EAST QUADRANT (FIG, 2 - IMAGES); TO INCREASE HEIGHT CLEARANCE TO 4M-4.5M OVER DRIVEWAY AND REDUCE POTENTIAL OBSTRUCTION. 2. REMOVE MULTIPLE SMALL-DIAMETER BRANCHES FROM DORMANT BUDS AT OCCLUDED PRUNING WOUND AT 4.5M ABOVE GROUND LEVEL - NORTH-WEST QUADRANT (FIG, 3 - IMAGES); TO INCREASE HEIGHT CLEARANCE TO 4M-4.5M OVER DRIVEWAY AND REDUCE POTENTIAL OBSTRUCTION. 3. REMOVE SECONDARY AND TERTIARY (1.5M -2M) BRANCHES FROM DESCENDING BRANCH AT 4.5M-5M ABOVE GROUND LEVEL - NORTH-WEST QUADRANT (FIG, 3 - IMAGES); TO INCREASE HEIGHT CLEARANCE TO 4M-4.5M OVER DRIVEWAY AND REDUCE POTENTIAL OBSTRUCTION. 4. REMOVE SECONDARY AND TERTIARY BRANCHES FROM BRANCH TIPS AT 4.5M ABOVE GROUND LEVEL AND PROVIDE 1M CLEARANCE FROM BT LINES - NORTHERN SECTOR (FIG.4 - IMAGES)- TO REDUCE RISK OF DAMAGE TO BT LINES.*43 Finchdean Road, Rowlands Castle, PO9 6DA* |
|  It was noted Cllr Donald had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted on 25 February 2021 |
| 59092For Note Only | Application for Consent for Works to Trees Subject to a Tree Preservation Order: PRUNE THE BRANCHES OVERHANGING THE BT CABLES (DP 42). CABLE IS BEING PINNED DOWN AND CAUSING A SUBSTANTIAL DROP IN HEIGHT, WHICH IS NO LONGER DEEMED SAFE AND TO RELIEVE THE PRESSURE BEING PLACED ONTO THIS CABLE, AND ALLOW IT TO SIT HIGHER ABOVE THE ROAD *TPO Area (EH590) 04 Redhill Road, Rowlands Castle* |
|  It was noted cllrs had reviewed this Notification and a comment of NO OBJECTION had been submitted on 15 February 2021. |
| 52401/006For Note Only | REDEVELOPMENT TO PROVIDE A NEW SALES BUILDING, NEW BIN STORE; NEW FORECOURT INCLUDING PUMP ISLANDS, CANOPY AND UNDERGROUND FUEL TANKS, 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 (as amended by plans received 27 January 2021) *Shell (UK) Ltd, Whichers Gate Road, Rowlands Castle, PO9 6BB* |
|  It was noted Cllr Wilson had reviewed this latest Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION, subject to 2 conditions, had been submitted on 19 February 2021. |

***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 the following HCC-related matters in her written report (circulated previously), a copy of which will be kept with these Minutes:

* Potential closure of Woodberry Lane if necessitated by the flood water;
* Response to query re S106 transport contributions for Whichers Gate Road;
* Progress on the long-awaited narrowing of the bellmouth of Deerleap Lane with Redhill Road;
* Resolution of the TRO proposals, in conjunction with EHDC, D Cllr Johnson and Cllr Stanley.

 *In addition to her report,* she stated there would be even less central Govt funding for roads in future so more would have to be found at County level, and she had requested sight of any plans for the aforementioned bellmouth.

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

* EHDC approved a 2% rise in its portion of Council Tax for 2021/22;
* It is one of the leading authorities with regard to distribution of Govt Covid-related grants;
* An officer has returned to the Compliance Team after an extended absence from work;
* His use of the environmental element of his Community Grant to fund the RCA’s endeavours to aid tree planting in the Stansted Estate, an area enjoyed by many Parish residents.

 In response to queries raised before the Mtg, he commented:

1. Discussions continue between EHDC, Taylor Wimpey and the relevant landowner to install the promised link from Oaklands Avenue to B’way 24;
2. After a change of officer, he is trying to establish to whom to speak to formalise the request that only RCPC’s contractor cuts Finchdean Green after dissatisfaction at the service provided by EHDC’s contractor.
3. **GENERAL MATTERS FOR DECISION: To Consider and Agree Action on the following:**
4. **Potential Role of Facilities Officer for Council** – Further to discussions at previous Mtgs, members noted the finalised version of the Job Description for this new role (circulated previously), after taking account of any comments from members of the management committees of both the Parish Hall and Recreation Ground, all of whom had received a copy.

It was unanimously RESOLVED to:

1. Approve the finalised version of the Job Description and Person Specification;
2. Advertise the role with a deadline for applications of just after Easter and interviews thereon;
3. Appoint an interview panel consisting of Cllr Ball, the Clerk and a member of one of the Management Committees.

***Action: Clerk to finalise Job Description, advertise role and arrange interviews accordingly***

1. **Replacement or Refurbishment of Bus Shelter by The Green** – Members noted the Clerk’s briefing (circulated previously) and considered whether to refurbish or replace the Shelter.

It was unanimously RESOLVED to:

1. Replace the Shelter, subject to sufficient funding being available and any permissions being granted;
2. Establish whether developers’ contributions could fund all/the majority of the costs up to £10,000;
3. Consider various designs, to incorporate other uses eg as a community noticeboard, library;
4. Investigate potential sourcing of materials from a local sawmill etc.

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

1. **Request by Rowlands Castle Association (RCA) to Plant a Tree and other Planting at Recreation Ground** – Members noted the details of the RCA’s request (circulated previously). At the invitation of the Chairman, the 2 RCA representatives explained the proposals, which closely followed recommendations by Stansted Estate’s Head Forester. In addition to the tree the RCA intends to start small with moderate further planting of shrubs to provide lower level flora to complement the existing mature trees. The proposed planting will be watered and maintained to allow it to become suitably established.

 It was unanimously RESOLVED to permit the:

1. Immediate planting of a lime tree at the north-eastern corner of the Ground, with a dedication plaque to previous RCA President;
2. Planting of specified shrubs in the same corner later in the year to enhance biodiversity.

***Action: Clerk to confirm arrangements with RCA Representatives***

1. **Request by St John’s Church to use The Green for 2021 Easter Services, Erection of Cross and Associated Display** – Members noted the Church’s request (circulated previously). It was unanimously RESOLVED:
2. In line with previous years, to grant the request for the Services and Cross, subject to Govt regulations or guidelines in place at the time and the provision of the appropriate insurance and risk assessment documentation if the events proceed;
3. Not to grant permission for the Display in its current proposed form. Whilst acknowledging the open tomb is an important part of the Easter message to Christians, members felt such a display had not been a regular feature in past years, and may be inappropriate at such a sensitive time when many have lost loved ones during the pandemic.Council invited the Church to consider whether an element of remembrance might be displayed instead to give people an opportunity to commemorate loved ones.

***Action: Clerk to inform the Church of Council’s decisions and alternative invitation***

1. **Review of Council’s Risk Assessment Documentation** – Members reviewed the current documentation and the Clerk’s updates thereon (circulated previously). It was unanimously RESOLVED to approve the updated Risk Register and Review of Internal Controls.

***Action: Clerk to note for Annual Governance and Accountability Return***

1. **Potential Purchase of Hand-held Radar ‘Gun’ Data Collector –** Members noted the information on a pocket-sized Data Collector, as circulated by Cllr Stanley and the Clerk. It was AGREED not to purchase such a device at present and accept Cllr Edwards’s offer to review the generic data collected from the Council’s existing speed limit reminder devices.

***Action: Clerk to liaise with Cllr Edwards to provide data in ‘raw’ form***

1. **Council’s Grass Cutting Policy for 2021 Growing Season including Areas to be left Uncut –** It was AGREED to continue the practice of leaving some grass uncut, and do so for at least the same areas as 2020, and potentially explore further opportunities to encourage biodiversity.

***Action: Clerk to liaise with Council’s grass cutting contractor***

1. **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 including ramifications for the Govt’s recently announced ‘Roadmap’ out of the pandemic. The following was NOTED:

 Parish Hall EHDC must take responsibility for Covid-related measures if the Hall is to be used as a polling station for the elections on 6 May. More broadly, the re-opening of the Hall is subject to the correct child protection measures being in place for the Montessori Nursery, as well as other safety measures and Covid-related requirements. Cllr Edwards continues to lead on this, in liaison with other authorities.

 Bus Shelter and Waste Collection Council thanked those residents who had taken the trouble to tidy up the growing book collection in the Shelter and/or clear up litter from The Green and Recreation Ground. It was AGREED to increase the frequency of clearance of some bins if deemed necessary.

***Action 1: Cllr Edwards to continue to lead on the re-opening of the Hall, in liaison with Cllr Ball***

***Action 2: Clerk to monitor and sanction more frequent waste clearance if required***

1. **Correspondence to EHDC Senior Officer re Planning Compliance Concerns in Parish** **–** Members noted the Clerk’s draft letter (circulated previously) and, having agreed some minor changes, it was RESOLVED to send it to the EHDC Officer in question, copied to D Cllr Johnson.

***Action: Clerk to finalise and send correspondence***

1. **FINANCIAL MATTERS FOR DECISION: To Consider and Agree Action on the following:**
2. **February 2021 Schedule of Payments, for authorisation –** The Clerk stated the Schedule had yet to be produced due to time constraints. *The Schedule was later circulated to all members and authorised by the 3 signatories.*

 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 | 63.54 | Focus Group Ltd | Monthly Telephone and Broadband charges |
| IBT | 74.22 | Code 3 Electrical | Repairs to Pavilion public WC lights |
| IBT | 106.09 | Condor Office Solutions | Quarterly rental of copier/printer/scanner |
| IBT | 72.00 | Signscape & Signconex Ltd | Replacement glazing for Pavilion noticeboard |
| IBT | 25.99 | The House Nameplate Co Ltd | Plaque for ‘Adopt a Bench’ Scheme |
| IBT | 630.00 | Surrey Hills Solicitors | Registration of Rec Ground with HM Land Reg |
| IBT | 365.00 | Exterior Living Rooms Ltd | Handyman and Lengthsman services |
| IBT | 75.00 | A Raine t/a Jolie Maison | Cleaning services for Pavilion public WCs |
| IBT | 6.28 | Rowlands Home Hardware | Office and Rec Ground consumables |
| IBTs | 3,662.19 | Staff salaries including HMRC, PAYE and NIC |
| **Total** | **£5,277.41** |  |

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***

A list of receipts is included below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** | **Amount £** | **Payer** | **Reason** |
| IBT | 250.00 | Resident | Payment under ‘Adopt a Bench’ Scheme |

1. **Report on Council’s Bank Accounts as at 28 February 2021, for acceptance** – The Clerk stated the Report had yet to be produced due to time constraints. *The Report was later circulated to all members.*

|  |  |
| --- | --- |
| **Account** | **Balance** |
| Current  | £61,011.61 *(Reconciled balance of £59,022.52 after accounting for payments not yet made from February’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 £101,523 including under-spends from 2018/19 and 2019/20 on specific projects.  |

1. **MATTERS FOR DISCUSSION:**
2. **Summary of Residents’ Dealings with Parish Office February 2021 –** The Parish Office’s Summary (circulated previously) was noted and a copy will be held with these Minutes. In particular, the following action was AGREED:

Deerleap Lane – In line with Cllr Ball’s recommendation, report alleged anti-social behaviour and illegal activity to Chair of EHDC’s Community Partnership Mtg and the management company of the development;

Recreation Ground – Add anti-vandal paint to the relevant areas of the Pavilion;

Old Idsworth – At the invitation of the Chairman, a resident gave an update on the situation with Network Rail which appeared to have reneged on previous assurances. Cllr Schneider and the Clerk will liaise to submit Council’s complaint to Network Rail reinforcing concerns about various issues. Cllr Stanley undertook to report the matter to East Hants Community Rail Partnership to seek action through that route if possible.

 Members noted receipt of anonymous correspondence on 2 issues and the impossibility of replying, even though the correspondents may pose specific questions and/or requirements.

***Action: Clerk to pursue actions specified above with appropriate cllrs***

1. **Update on Flood Alleviation Measures for Current Season** – Members noted the Clerk’s update (circulated previously, a copy of which will be kept with these Minutes) and AGREED to send messages discourage visitors from throwing sticks in the flood waters, or building ‘stick bridges’ across the ditches which might fall in, thus hampering the flow of waters.

***Action: Clerk to send relevant message via Grapevine and RCPC’s social media***

1. **MATTERS FOR INFORMATION:**
2. **Schedule of EHDC’s and SDNPA’s Planning Decisions up to 1 March 2021** –The Admin Asst’s Schedule (circulated previously, a copy of which will be kept with these Minutes) was noted. Members further noted that no pavement was likely to be built on Deerleap Lane beyond the junction with Bailey Lane, because the conditions in EHDC’s Decision Notice were not enforceable, despite the fact the whole Lane was unlit.
3. **Response to HCC’s Local Transport Plan at Development Stage prior to Consultation** – Cllr Stanley explained he had submitted a preliminary response drawing on fellow cllrs’ initial thoughts on his briefing paper, although the supplied questionnaire was somewhat prescriptive, and he was collating further comments for submission during the later stage of the consultation.
4. **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 Flooding messages (9b) Planning responses (5), EHDC Correspondence (7i), Summary Actions (9a), Decision for Church (7d) and Job Vacancy (7a) would take priority.

1. **Date of Next Meeting**

Tuesday 13 April 2021 at 7pm via Zoom, unless UK Govt and other guidance makes a physical mtg viable beforehand.

*The Meeting ended at 9.45pm*

During the course of the Meeting (both part and whole) there were 7 members of the public (in addition to those listed as attendees at the top of Page 1) and no members of the Press in ‘virtual’ attendance.