

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 13.04.21

Tuesday 13 April 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 I Moore (see Item 3), Cllr J Moss, Cllr V Matthews, Cllr H Schneider and Cllr W Wilson.  
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.

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

### Deaths of former P Cllr Andy Lee and of HRH Prince Philip, Duke of Edinburgh

Members noted the deaths of Andy Lee on 10 March and the Duke on 9 April. The Chairman read a tribute to them both, focussing on the different ways they exemplified service to others. A copy of the tribute will be kept with these Minutes. The Clerk and Chairman will attend Andy's funeral service on 16 April.

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

There were no apologies for absence.

#### **2. To Receive any Declarations of Interest**

Cllr Schneider declared a pecuniary interest in Item 6 as the owner of one of the properties subject to a planning application.

#### **3. To Consider Applications from Candidates for the Vacancy for Rowlands Castle Ward on the Council and Vote on the Co-option of the Candidate**

Members noted the process detailed in Council's Policy on Co-option of Councillors had been followed during the progress of the 2 Applications received (both circulated previously). The Chairman welcomed both candidates to the Mtg and thanked them for their interest in joining the Council. He acknowledged both would bring helpful qualities and skills to the Council but that there was only one vacancy to fill at present.

It was RESOLVED by a majority to co-opt Ian Moore to the Council to represent Rowlands Castle Ward. Cllr Moore signed his Declaration of acceptance of Office form in view of the Clerk and other members and joined the Mtg. The Chairman thanked the other candidate and invited them to consider helping the Council in future, particularly if there was something to which their skill-set was particularly suited.

**Action: Clerk to provide Cllr Moore with Declaration of Interest form and Background Info**

#### **4. To Receive and Confirm the Accuracy of the Draft Minutes of the previous Meeting on 1 March 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. The Clerk, C Cllr Harvey, D Cllr Johnson and Cllr Ball reported further developments on a number of topics, summaries of which will be added to the Update.

**Action: Clerk to make additions before publishing Update with Minutes**

#### **5. 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.

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

NB: Council's full comments on these and all other relevant Applications can be read via EHDC's website:

<https://www.easthants.gov.uk/planning-application-process/search-and-comment-planning-applications>

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SDNP/21/00994 Planning Application and Listed Building Consent: DETACHED GREENHOUSE /HOUS and /LIS *Fifty-nine South Lane, Finchdean PO8 0AU*

Cllr Ball outlined these 2 related Applications, in accordance with his review of both (circulated previously). It was unanimously RESOLVED (Cllr Schneider did not vote – see Item 2) to make NO OBJECTION to either Application.

59181 ALL WEATHER SURFACE RIDING AREA  
*Land North of Locks Coppice, Whichers Gate Road, Rowlands Castle*

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

30661/033 CHANGE OF USE OF EXISTING AGRICULTURAL BARN TO GARAGE WITH HOME OFFICE ABOVE

*Mays Coppice Farmhouse, Whichers Gate Road, Rowlands Castle PO9 5NE*

Cllr Matthews outlined the Application in accordance with her review (circulated previously), and with assistance from Cllrs Donald and Wilson. The Chairman welcomed the applicants to the Mtg. It was unanimously RESOLVED to make NO OBJECTION, with the provisos that: a bat survey be undertaken and any recommendations followed; the proposed skylights have blinds to prevent light spill in support of SDNPA's Dark Night Skies Policy. The applicants confirmed their intention to meet both of these.

SDNP/21/  
01891/APNB Application to Determine if Prior Approval is required for a Proposed Building for Agricultural or Forestry Use: SPRAYER/IMPLEMENT STORE WITH WASHDOWN AREA AND BIOBED SYSTEM ALL UNDER COVER

*Old Idsworth Farm, Old Idsworth Lane, Old Idsworth PO8 0BA*

Notification of this Application had been received on 7 April and there had not yet been time to review it. It was AGREED Cllr Schneider would do so and circulate his recommendation(s) for members' approval prior to submission of comments by the deadline of 21 April and report at Council's next Mtg.

24624/009 SINGLE STOREY REAR EXTENSION WITH SEDUM FLAT ROOF, AND NO.3 ROOFLIGHTS. EXTENSION TO HOUSE SWIMMING POOL AREA AND ASSOCIATED PLANT ROOM AND CHANGING ROOM  
*52 Links Lane, Rowlands Castle, PO9 6AF*

Cllr Donald outlined the Application in accordance with his review (circulated previously). It was RESOLVED by a majority of 7 for, 1 against and 1 abstention to make NO OBJECTION, subject to the following provisos: measures be adopted to mitigate artificial light emitting from the proposed large skylights in support of Dark Night Skies ethos; the proposed bi-fold doors on the eastern elevation be altered to fixed, non-opening windows for noise abatement reasons; if feasible, the external door to pool's Power Plant Room sited close to boundary of neighbouring property be removed also for noise abatement reasons, given there are already several other entrances to the Plant Room. Members AGREED to leave EHDC to decide whether the proposals constitute excessive enlargement of the property footprint. They also noted as unusual the absence of any reference to planning policies in the Planning Statement which accompanied the Application.

31431/008 SINGLE STOREY REAR EXTENSION. CHANGE OF EXISTING PORCH ROOF TO HIPPED PITCHED ROOF. LOFT CONVERSION TO PROVIDE TWO BEDROOMS. THREE PITCHED ROOF DORMERS TO REAR AND OTHER EXTERNAL ALTERATIONS (SEE PROPOSED ELEVATIONS). REVISED LANDSCAPING IN REAR GARDEN

*The Former Rectory, Manor Lodge Road, Rowlands Castle, PO9 6BA*

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

55562/009 Notification of Reserved Matters Application: RESERVED MATTERS APPLICATION  
For Note Only PURSUANT TO OUTLINE PLANNING PERMISSION 55562/007 FOR PHASE 1: CARE HOME, ASSOCIATED PARKING, ACCESS, BIN AND CYCLE STORES, ELECTRICITY SUBSTATION, LANDSCAPING, OPEN SPACE, SUDS/DRAINAGE AND OTHER ASSOCIATED WORKS. APPEARANCE, SCALE, LAYOUT, LANDSCAPING TO BE CONSIDERED.

*Development Land East of Horndean, Rowlands Castle Road, Horndean*

It was noted Cllr Wilson had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 29 March 2021.

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37868/004 SINGLE STOREY SIDE EXTENSION AND DOUBLE GARAGE/HOME OFFICE  
For Note Only 81 Castle Road, Rowlands Castle, PO9 6AR

It was noted Cllr Edwards had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION to the extension but OBJECTION to the garage, on the grounds the proposals contravened various specified EHDC policies, had been submitted by the deadline of 30 March 2021.

58572/003 RETROSPECTIVE APPLICATION FOR THE INSTALLATION OF A BALUSTRADE TO  
For Note Only FLAT ROOF  
16b The Green Rowlands Castle PO9 6BN

It was noted Cllr Stanley had reviewed this Retrospective Application and circulated his report thereon. With the agreement of members, a response of OBJECTION on the grounds the retrospective works contravened various planning elements and were part of a wider contravention of the overall permitted development of the property. The response was submitted by the deadline of 31 March 2021.

59139 SINGLE STOREY REAR EXTENSION AND ADDITION OF FRONT PORCH  
For Note Only 48 Bowes Hill, Rowlands Castle, PO9 6BP

It was noted Cllr Ball had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 31 March 2021.

SDNP/21/ CHANGE OF USE FROM EQUESTRIAN TO A MIXED USE, OF EQUESTRIAN AND  
00548/FUL RESIDENTIAL, TO ALLOW FOR THE CREATION OF 4 GYPSY/TRAVELLER  
For Note Only PITCHES, COMPRISING THE SITING OF 1 MOBILE HOME, 1 TOURING CARAVAN  
AND THE ERECTION OF 1 DAYROOM PER PITCH  
Land East of New Barn Farm Lane Blendworth Waterlooville Hampshire

It was noted Cllr Schneider, assisted by Cllr Wilson, had reviewed this Application and circulated his report thereon. With the agreement of members, a response of OBJECTION on the grounds that the proposals contravened various specified SDNPA and national planning policies and the land was currently the subject of a Court Order not to allow settlement or development on the site. The response was submitted by the deadline of 2 April 2021.

59117 Application for Consent for Works to Trees Subject to a Tree Preservation Order:  
59118 2 X OAK TREES OVER PROPERTY ON SOUTHERN BOUNDARY - REDUCE BY 2M  
59119 ON NORTHERN SIDE OF THE TREES  
59120 Trees Adjacent to 10 Bailey Road, Rowlands Castle  
For Note Only and  
REDUCE LOWEST LIMB BY 1.5M TO KEEP CLEAR OF ROOF (see photographs)  
Trees to the rear of 27 Bailey Road, Rowlands Castle  
and  
REDUCTION OF 1.5M OVER GARDEN AND GARAGES ON SOUTH SIDE OF TREE  
Trees to the rear of 38 and 39 Bailey Road, Rowlands Castle  
and  
REDUCE NORTHERN SIDE OF TREE BY 2M TO PROVIDE CLEARANCE FROM  
THE HOUSE (see photographs)  
Trees to the rear of 26 Bailey Road, Rowlands Castle

It was noted Cllrs Ball and Moss had reviewed these related Applications and circulated their report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 5 April 2021.

57511/002 SINGLE STOREY REAR EXTENSION (as amended by plan received 17/03/2021)  
For Note Only Railway Cottages, 2 Woodberry Lane, Rowlands Castle, PO9 6DP

Members noted the Amendment concerned a minor change and no further comment had been made.

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

## 7. 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 having to re-submit requests on various Hants Highways matters owing to the retirement of an HCC officer who had previously failed to respond to or engage with her on them;
- Further residents' concern at activity on some Comley Hill plots;
- C Cllr 2021/22 Community grants will be available after the local elections on 6 May.

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

- The Environment Agency's investigative visit to one Comley Hill plot;
- The lack of pavement on Deerleap Lane beyond the junction with Bailey Road had been referred to Planning though the workload is currently very high;
- D Cllr 2021/22 Community grants are now available;
- The Havant Thicket Reservoir Application will be decided by the Planning Committee in early Jun 2021;
- Proposals for the care home element of the Land East of Horndean Development had been delegated for decision by a Case Officer and had today been granted permission;
- The Enforcement Team continue to pursue the Injunction on Land East of New Barn Lane (see Item 6).

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

- a) Arrangements for Council Meetings from May 2021, including Annual Mtg of Council in 2021** – Members noted the Clerk's background briefing (circulated previously) on the Govt's refusal to allow virtual Council Mtgs after 6 May, despite being contrary to its own guidance, and the court action thereon. It was unanimously RESOLVED to hold a virtual Annual Meeting of Council on 4 May, with a Full Council Mtg on 11 May, either virtually or physically depending on the outcome of the Court action and the feasibility of finding a suitable venue. 8 of the 9 members confirmed they would be content to meet physically if necessary, providing safety guidelines were closely followed.

**Action: Clerk to publicise Mtgs as agreed and publish Agendas accordingly**

*At the request of D Cllr Johnson, and with the agreement of all members present, the Chairman then varied the order of the Agenda.*

- c) Further Correspondence with EHDC over Concerns re 'Stealth' Development** – Members noted concern over alleged examples of gradual development of some land/properties, some either without prior planning permission or subject to retrospective applications, and the potential that such action undermines the planning system. Cllr Stanley undertook to investigate further and if necessary draft correspondence.

**Action: Cllr Stanley to investigate and report further to Council**

- b) Recommended Treatment of the Recreation Ground utilising S106 monies set aside for same** – Members noted the Admin Asst's background briefing (circulated previously). It was unanimously RESOLVED to pursue the recommendations for pitch maintenance at the Ground, as detailed in the Report by the Institute of Groundsmanship (in association the Hampshire Football Association) in February 2019, and utilising the S106 monies allocated thereon.

**Action: Admin Asst to seek quotes accordingly**

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

- a) March 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	65.11	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	404.46	RC Gardening Club	50% planting scheme costs for D'leap Verge
IBT	175.64	Code 3 Electrical	Reinstallation of defibrillator in BT Kiosk
IBT	378.00	Good Directions Ltd	50% balance for new bench on D'leap Verge
IBT	1,213.71	Exterior Living Rooms Ltd	Handyman and Lengthsman services
IBT	26.00	Rowlands Home Hardware	Consumables for BT Kiosk, Bench + Pavilion
IBTs	3,662.19	Staff salaries including HMRC, PAYE and NIC	
<b>Total</b>	<b>£6,122.21</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	270.00	Victory Athletics Club	Payment under 'Adopt a Bench' Scheme

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

Account	Balance
Current	£54,411.02 ( <i>Reconciled balance of £53,170.31 after accounting for payments not yet made from March'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 £100,440 including under-spends from 2018/19 and 2019/20 on specific projects.	

**c) Review of Budgeted and Actual Payments & Receipts to year end 31 March 2021** – Members noted and ACCEPTED the Clerk's Update Report (circulated previously).

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

**d) Review of Council's Asset Register to year end 31 March 2021** – Members noted there had been one addition, that of the Unknown Tommy silhouette, the replacement of one bench and no disposals to the Register since it was last reviewed in January 2021.

**Action: Clerk to ensure specified additions/changes are recorded on Register**

**e) Review of Restricted Funds, Cllr's Allowance and Travel Expenses for 2021/22** – Members noted the Restricted Funds spreadsheet (circulated previously) and that only a few cllrs had claimed their allowance in 2020/21. It was unanimously RESOLVED to:

- Retain all restricted funds remaining at the year end 31 March 2021 except those allocated for a new Village Lectern/Interpretation Board, which was likely to cost less than originally budgeted and had in part been paid for with CIL monies now so the remaining funds for the item could be released.
- Maintain the cllrs' allowance at £30 pa, payable upon receipt of evidence of expenditure within the year;
- Maintain the travel expenses mileage rate at 45ppm for cllrs and staff.

**Action: Clerk to amend Restricted Funds spreadsheet and maintain records accordingly**

**f) Grant Application from East Hants Citizens Advice Bureau** – Members noted the Application from East Hants CAB (circulated previously) and the budgeted funds available. In accordance with Council's powers, it was unanimously RESOLVED to award the requested grant of £250, plus an additional sum of £250 from the budgeted funds, in recognition of the continued need for the organisation's services as the pandemic restrictions ease and Govt support grants are reduced.

**Action: Clerk to inform organisation of decision and include in April Payment Schedule**

**g) Renewal of Subscription for Campaign for the Protection of Rural England (CPRE)** – It was unanimously RESOLVED to renew the subscription of £50.

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

**h) Reinstatement of Membership of Hampshire Association of Local Council (HALC)** – Members noted the invoice for membership for 2021/22 represented a much smaller increase than previous years. It was AGREED not to reinstate membership on the grounds that it still did not offer value for money.

## 10. MATTERS FOR DISCUSSION:

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

**b) Confirmation of Continuation of HCC's Lengthsman Scheme for 2021/22** – Members were pleased to hear that this Scheme would continue for the current financial year.

**Action: Clerk to liaise with HCC accordingly over documentation, payment etc**

## 11. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 13 April 2021** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

**b) Report on Southern Parishes Place-making Delivery Group Virtual Mtg on 3 March** – The Clerk attended and members noted her report thereon (circulated previously).

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c) **Report on SLCC Hampshire Branch Virtual Mtg on 16 March** – The Clerk attended and members noted her report thereon (circulated previously)

## 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 Planning responses (6), Various financial matters (9) and Pitch recommendations (8c) would take priority.

## 13. Date of Next Meeting

**Annual Meeting of Council:** Tuesday 4 March 2021 at 7pm via Zoom;

**Full Council Meeting:** Tuesday 11 May 2021 at 7pm via TBC - see Item 8 a)

*The Meeting ended at 9.25pm*

During the course of the Meeting (both part and whole) there were 3 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.