

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 11.05.21

Tuesday 11 May 2021 at 7.00pm

St John's Church Hall, Redhill Road, Rowlands Castle PO9 6DF

*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, Cllr J Moss and Cllr H Schneider.

G Whatley (Council's Admin Asst) was also present, as were C Cllr M Harvey, D Cllr M Johnson and Ms N Fellows of Fellow Planning in part.

## MINUTES:

Taken by Lisa Walker (Clerk to the Council).

## THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

The Chairman welcomed all councillors, and those members of the public present, to the first physical rather than virtual Council Mtg for over a year since pandemic restrictions were imposed.

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

Apologies for absence were received from Cllrs V Matthews and W Wilson and approved.

### 2. To Receive any Declarations of Interest

There were no declarations of interest at this point.

### 3. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Full Council Meeting on 13 April 2021 and Annual Meeting of Council on 4 May 2021, together with a Written Update on the Progress of Resolutions from Previous Meetings

The minutes of both Meetings (both circulated previously) were unanimously CONFIRMED as accurate records of the respective mtgs and were duly signed by the Chairman.

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

At the invitation of the Chairman, Natalie Fellows of Fellows Planning outlined the proposals for the development of 14 affordable 2/3-bedroom dwellings on plot on Manor Lodge Road. She referenced:

- The apparent need, as demonstrated by a housing survey conducted by Action Hampshire, an independent organisation, in March 2020, the results of which had since been shared with RCPC;
- That it would be shared-ownership with priority given to those with local connections;
- The constraints of the site and plans to retain the majority of its TPO'd trees with EHDC's approval and address ecological concerns eg bat corridors;
- The site's proximity to local features, particularly St John's Primary School and rights of way;
- Awareness of the nearby Havant Thicket Reservoir project;
- That it would be an 'exception' site as it is beyond the existing Settlement Policy Boundary (SPB);
- The developers' belief that any nitrate issues could be off-set.

The Chairman then invited members of the public to comment and the following was noted:

- Disagreement over School's capacity and concern at safety of children given proximity of busy road;
- Concern over capacity at other local infrastructure eg Surgery;
- Loss of woodland incl TPO'd trees;
- EHDC's classification of the plot as "undevelopable" with Hants Highways yet to have assessed it;
- One resident's plan to purchase the site and turn it into a nature reserve instead.

*With the agreement of all members present, the Chairman then varied the order of the Agenda.*

## 9. MATTERS FOR DISCUSSION:

**c) Notification of Fellows Planning (FP) on behalf of Vivid Homes/Falcon Development re Public Consultation for Land at Manor Lodge Road, Rowlands Castle** – Members noted FP's recent Consultation leaflet, apparently delivered to dwellings within a very small geographical area, and the Clerk's collation of background information on the site (circulated previously). Comments from cllrs included:

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- Query as to the rationale behind pursuing development on a site deemed “undevelopable”, particularly given existing wooded development in the village;
- Concern that children living in the development would need to cross a busy road to access the School;
- Scepticism that driver behaviour would be improved by an additional opening off Manor Lodge Road;
- Past experience that developers’ transport assessments consistently under-estimate traffic levels;
- The existing provision of affordable housing as part of recent development in the village;
- *D Cllr Johnson*: The need to remove a significant amount of trees around the entrance splay to satisfy visibility needs, and EHDC regular review of its site allocation which still deemed this plot undevelopable.
- *C Cllr Harvey*: Concern as to practicality of sourcing those with local connections and longer-term issues with shared-ownership properties.

Ms Fellows responded:

- The development would reflect the local character and woodland adjacent to the road is of poor quality;
- EHDC’s Arboriculture Dept uses different assessment criteria to those of its Planning Dept.

The Chairman stated the Council would not comment further on the matter, pending the arrival of any formal Planning Application.

## 5. 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>

23468/029 Notification of Electronic Communications Application - Application to Determine if Prior Approval is Required for a Proposed Development: 15 METRE MONOPOLE WITH 3 ANTENNAS, 2 DISH ANTENNAS, 2 CABINETS AND ASSOCIATED WORKS  
*Station Yard, Rowlands Castle*

Cllr Donald outlined the Application, in accordance with his review (circulated previously). Members noted it differed from the previous Application (see Minutes of 11 January 2021) only in respect of reducing the monopole height by 5m, there had still been no formal discussions/agreement with the landowner and the mast would only provide 4G not 5G connection, potentially necessitating a later Application to extend the mast to achieve 5G. It was unanimously RESOLVED to comment that Prior Approval should be required and should not be granted on the grounds detailed in the previous Application. At the invitation of the Chairman, the co-owner of a property bordering the site stated the proposals would not bring any further benefit the village beyond that of the existing monopole near Redhill Farm and that the Case Officer had previously commented the proposed planting and screening was insufficient.

20536/002 TWO SINGLE CAR PORTS ATTACHED TO EXISTING DETACHED GARAGE  
*41 Links Lane, Rowlands Castle, PO9 6AE*

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

32678/002 Notification of Intention to Carry Out Works to Trees Within a Conservation Area: 1 x  
For Note Only WILLOW - REDUCE CROWN HEIGHT BY 4M, LEAVING A CROWN HEIGHT OF 6M.  
REDUCE CROWN WIDTH BY 2M, LEAVING CROWN WIDTH OF 4M  
*2 Links Lane, Rowlands Castle, PO9 6AD*

It was noted cllrs had reviewed this Application. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 7 May 2021.

SDNP/21/ Application to Determine if Prior Approval is Required for a Proposed Building for  
01891/APNB Agricultural or Forestry Use - SPRAYER/IMPLEMENT STORE WITH WASHDOWN  
For Note Only AREA AND BIOBED SYSTEM ALL UNDER COVER.  
*Old Idsworth Farm, Old Idsworth Lane, Old Idsworth, Portsmouth, PO8 0BA*

It was noted Cllr Schneider had reviewed this Application and circulated his report thereon. With the agreement of members, a response of no objection if EHDC deemed Prior Approval not required had been submitted by the deadline of 21 April 2021. At the Mtg, Cllr Schneider reported SDNPA had confirmed the proposals were in accord with its policy of a permitted footprint of 1000 m<sup>2</sup> for such buildings.

38716/003 FIRST & SECOND FLOOR SIDE EXTENSIONS, NEW PORCH TO FRONT AND NEW  
For Note Only ROOF TO EXISTING REAR EXTENSION  
*32 Whichers Gate Road, Rowlands Castle, PO9 6BB*

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 6 May 2021.

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39455/005 TWO STOREY REAR EXTENSION, SINGLE STOREY SIDE EXTENSION,  
For Note Only DEMOLITION OF REAR OUTBUILDING AND REPLACE WITH SINGLE STOREY  
OUTBUILDING, CAR PORT, TO SIDE AND VERANDA TO REAR  
57 The Green, Rowlands Castle, PO9 6AA

It was noted Cllr Stanley had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION, subject to the skylights in the Pool Room being fitted with blinds in support of the Dark Skies ethos, had been submitted by the deadline of 7 May 2021.

59234 SINGLE STOREY EXTENSION TO FRONT AND REAR OF GARAGE TO PROVIDE  
For Note Only UTILITY ROOM  
97 Finchdean Road, Rowlands Castle, PO9 6EN

It was noted Cllr Edwards had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted before the deadline of 26 May 2021.

58572/002 Notification of Receipt of a Planning Appeal - INSPECTORATE REFERENCE  
For Note Only APP/M1710/W/21/3270898  
16b The Green, Rowlands Castle, PO9 6BN

The Appeal was noted.

**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 gave a verbal report on the following HCC-related matters:

- Her gratitude for her re-election as the local County Cllr on 6 May 2021;
- Her contact with HCC officers re the Manor Lodge Rd proposals (see Item 9 c) to illicit a site visit;
- An HCC Executive member's response to queries over agreed S278 developer's works to Whichers Gate Rd works, and the related spending of S106 transport contributions from the development.

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

- Bargate Developments (Bailey Rd development) had been bought out by Vivid Homes (see Item 9 c);
  - The safety element appears to trump the appearance of the fencing along the railway line at Mays Coppice Farm in terms of legislation;
  - EHDC would now revert to physical mtgs for certain committees with the rest remaining on-line;
  - EHDC's Enforcement Dept awareness of concern over activities on some Comley Hill plots including further HGV deliveries of aggregate, and the intention to issue non-compliance orders on several plots;
  - Anticipated serving of an Eviction Order re unlawful occupation of Land East of New Barn Farm Lane.
- It was confirmed the monthly C & D Cllr Surgeries would resume in person from June 2021.

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

### a) Potential Correspondence with SDNPA and others re Land East of New Barn Farm Lane –

Members noted the Clerk's draft letter to SDNPA's Director of Planning (circulated previously), copied to various others incl the local MP, and the shortfall in Gypsy & Traveller sites across the SDNP in relation to its Local Plan. Cllr Johnson commented there were issues with several other such sites across the District delegated from SDNPA and efforts were being made to establish an accurate picture of need. It was unanimously RESOLVED to finalise and send the letter.

**Action: Clerk to finalise and send letter to aforementioned SDNPA officer**

**b) Review of 10-year Lease of Parish Office** – Members noted Cllr Donald's briefing (circulated previously) on the landlord's proposed renewal of the Lease for a further 10 years and the cost thereon. It was unanimously RESOLVED to negotiate to see if a lower rental figure could be agreed, given the expenditure comes from public funds.

**Action: Clerk and Cllr Donald to negotiate with landlord**

### c) Request by Village Fair Committee (VF) to Hold a Scaled-Down 2021 Fair on The Green on 4

**September** – Members noted the details of the request (circulated previously). It was unanimously RESOLVED to grant the request, subject to the usual insurance and risk assessment provisos, as well as any Govt pandemic restrictions in place at the time.

**Action: Clerk to inform VFC**

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**d) Request by Rowlands Castle Association (RCA) to Hold the 2021 Fireworks Display on the Recreation Ground on 6 November** – Members noted the details of the request (circulated previously). It was unanimously RESOLVED to grant the request, subject to a Hirer's Agreement, similar to those in previous years, giving the terms of use including a limit on numbers, the obtaining of a Licence from EHDC and the adherence to any Govt pandemic restrictions in place at the time.

**Action: Clerk to inform RCA and liaise with cllrs to draft suitable Hirer's Agreement for 2021 Display**

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

**a) Internal Auditor's Report for year ended 31 March 2021** – Members received and noted the Report (circulated previously) from the Auditor's Visit on 7 May 2021, including her favourable view of Council's files and records. Members congratulated the Clerk and thanked her. It was unanimously RESOLVED to pursue the auditor's 3 recommendations, noting the Council's regular reviewing of Ear-marked Reserves, the potential simplification of uploading documents to its website and the need to minute the return of the AGAR.

**Action: Clerk to publish and progress recommendations/advice as appropriate**

**b) Annual Governance and Accountability Return (AGAR) for year ended 31 March 2021** – Having accepted the accounts for the year at the Council Mtg on 13 April 2021 (see Item 9 c), members noted the following, prepared by the Clerk (all circulated previously):

- Council's 6-page AGAR 2020/21 Part 3 including Section 1 – Annual Governance Statement, and Section 2 – Accounting Statements, with relevant figures entered and signed by the Clerk as RFO;
- Accompanying draft Bank Reconciliation, Explanation of Variances;
- The Clerk's recommendation as to the period for the Exercise of Public Rights for the year in question.

Members considered the above in order. It was unanimously RESOLVED to:

- i) Answer 'Yes' to all 9 categories of Section 1 of the AGAR and Approve the Statement;
- ii) Approve the figures and thereby Accounting Statements for Section 2 of the AGAR;
- iii) Approve the accompanying Bank Reconciliation and Explanation of Variances;
- iv) Advertise the period for the Exercise of Public Rights as being from 14 June to 23 July 2021.

The Chairman signed Sections 1 and then 2 accordingly, prior to submission to the external auditor.

**Action 1: Clerk to submit AGAR to external auditor by deadline 30 June 2021, including Bank Reconciliation, Explanation of Variances and Confirmation of Public Rights Dates**

**Action 2: Clerk to publish AGAR, Notice of Public Rights and related Notes, as appropriate**

**c) April 2021 Schedule of Payments, for authorisation** – Cllr Moss stated he had reviewed and confirmed the invoices relevant to the Schedule (circulated previously). It was unanimously RESOLVED to AUTHORISE the Schedule and it was signed by the 2 signatories present.

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	64.39	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	500.00	Citizens Advice East Hants	Grant for running costs, incl post-pandemic
IBT	50.00	CPRE	Annual subscription from May 2021
IBT	2,552.74	R J Winnicott	Office rental + cleaning 1 April to 30 Sept '21
IBT	142.50	David Somma t/a Microsomma	Management Cloud Anti-virus renewals
IBT	360.00	Surrey Hills Solicitors LLP	Registration of Rec Ground with HMLR
IBT	106.09	Agilico Workplace Techs Ltd	Quarterly rental of copier-printer/scanner
IBT	8.53	Rowlands Home Hardware	Consumables for Office and trees
IBT	819.50	Exterior Living Rooms Ltd	Grass Cutting, Handyman + Lengthsman srvs
IBT	157.42	Miss L Walker, Clerk	Reimbursement for payroll software + others
IBT	13.00	Mrs G Whatley	Reimbursement for Office consumables
IBT	60.00	VoxIT Ltd	Remedial repair work to RCPC's website
IBTs	3,663.00	Staff salaries including HMRC, PAYE and NIC	
<b>Total</b>	<b>£8,694.27</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**

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A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	56,063.00	EHDC	1 <sup>st</sup> of 2 instalments of 2021/22 Precept Payment
IBT	1,283.34	HMRC	VAT Repayment from January, February & March 2021

**d) Report on Council's Bank Accounts as at 30 April 2021, for acceptance** – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£104,710.75 ( <i>Reconciled balance of £101,822.38 after accounting for payments not yet made from April'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 £119,242 including under-spends from 2018/19 and 2019/20 on specific projects.	

**e) Further Donation to Plantlife** – Members noted the organisation's work which continued to inform the Council's re-wilding and biodiversity projects. It was unanimously RESOLVED to donate a further £100.

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

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office April 2021** – The Parish Office's Summary (circulated previously) was noted and a copy will be held with these Minutes. In particular, an increase in anti-social behaviour and alcoholic drinks in the bins at the Rec were noted, as well as a recent article in regional news about Rudgwick PC's attempts to address speeding issues.

**Action: Clerk to contact Clerk of aforementioned PC to seek further info**

**b) Update on Progress to enable the Safe Re-opening of the Parish Hall after Lockdown** – Cllr Ball gave a verbal report on his and Cllr Edwards's progress to date, which had included several meetings and many emails from Hall users. They were working to:

- Increase membership of the Hall's Management Committee, following the resignation of several long-standing members, and ensure compliance with various child protection and fire safety legislation;
- Organise a meeting to enable all Hall users to view the plans and understand the rationale behind the proposed changes to the Hall layout to facilitate same;
- Finalise plans for presentation to Council at its next Mtg.

The Chairman thanked both cllrs for their continued hard work on Hall-related matters.

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 11 May 2021** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

**b) Report on SDNPA Dark Night Skies Webinar on 21 April** – Cllr Matthews attended and members noted her report thereon (circulated previously).

## 11. 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 and related correspondence (5 and 7a), Office Lease (7b), Various financial matters (8), together with any action arising from Item 13, would take priority.

## 12. To Pass a Resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussions regarding the appointment of a staff member, where publicity might be prejudicial to the special nature of the business.

It was unanimously RESOLVED to pass the Resolution, noting all remaining members of the public had already left the Mtg.

*Although the bulk of the discussion under Item 13 will remain the subject of a separate Confidential Note, the following is to be publicly minuted.*

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## 13. To Consider and Agree Action on the Appointment of a Facilities Officer to the Parish Council

In line with the Interview Panel's recommendations, it was unanimously RESOLVED to APPOINT Claire Newman, subject to satisfactory references and confirmation of eligibility to work in the UK.

**Action: Clerk to liaise with Ms Newman accordingly**

## 14. Date of Next Meeting – Tuesday 15 June 2021 in St John's Church Hall.

*The Meeting ended at 9.15pm*

During the course of the Meeting (both part and whole) there were 8 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.

DRAFT