

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 06.09.21

Monday 6 September 2021 at 7.00pm

The Large Parish Hall, 11 Links Lane, Rowlands Castle PO9 6AD

These minutes are subject to confirmation by the Council at its next Full Council Meeting

PRESENT:

Cllr C Stanley (Chairman), Cllr F Ball, Cllr I Moore, Cllr J Moss, Cllr H Schneider and Cllr B Wilson.
Ms C Newman (Council's Facilities Officer) was also present, as were 2 representatives from Castle United Youth FC in part (see Items 4 and 7d).

MINUTES:

Taken by L Walker (Clerk to the Council).

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

The Chairman welcomed those present to the Council's first meeting in the Parish Hall since March 2020.

2021 Village Fair – Members congratulated the Fair Committee on a successful and well-attended event which, despite being scaled down compared to previous years, had provided the community with a valuable opportunity to come together. Members AGREED to send a letter of thanks to the Committee.

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

Apologies for absence were received and agreed from Cllrs S Donald and J Edwards, and from C Cllr M Harvey and D Cllr M Johnson. Members also unanimously RESOLVED to grant Cllr V Matthews's request for an extension to her temporary leave of absence due to continuing personal circumstances.

2. To Receive any Declarations of Interest

The Clerk declared a pecuniary interest in Item 13 as an employee of the Council.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Council Meeting on 19 July 2021, together with a Written Update on the Progress of Resolutions from Meetings

The Clerk explained she had omitted to include a small item worth £5.93 in the June 2021 payment schedule and had since amended the minutes to reflect the correct figures. The minutes of the Meeting (circulated previously, and now including the correct figures) were unanimously CONFIRMED as an accurate record 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

With reference to Item 7 d), two representatives from Castle United Youth Football Club provided further information on the work of the Club within the community. They explained how membership had grown over the last year or so, partly due to new development in the Parish, the difficulties children had experienced during lockdown and the need to subsidise some members experiencing financial hardship. They referenced the level of facilities and resources available at the Recreation Ground and expressed a desire to work with the Council on the fee structure and other elements for the current and future seasons. The Council's Facilities Officer responded that the fees would be discussed later at the Mtg with other ancillary elements recommended to be covered by a smaller Recreation Ground Working Group in conjunction with the Club.

Another resident queried whether there were problems with the projector screen as it had not been set up for the Mtg. The Clerk explained that all the listed planning applications had already been considered (due to the absence of an August Council Mtg) and therefore the screen was not needed for this Mtg.

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> or a similar page on SDNPA's website.

SDNP/21/
01966/FUL
For Note Only

Amendment to Application in Neighbouring Parish: PROPOSED CONSTRUCTION OF HOLIDAY ACCOMMODATION IN TWO DWELLINGS, 3 SHEPHERD'S HUTS AND A SEPARATE STORAGE/MACHINERY BAY/WORKSHOP WITH COLD MEAT STORE, KEEPER'S LODGE FACILITIES, OFFICE ACCOMMODATION AND ASSOCIATED WORKS TOGETHER WITH A 20KW PV ARRAY ON TOP OF THE EXISTING AGRICULTURAL BARN (Amended Plans submitted on 20/07/21)
Drews Farm, Diddybones Nap, Forestside, Rowlands Castle PO9 6EH

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It was noted Cllr Stanley had reviewed the Amendments and circulated his report thereon. With the agreement of a majority of members, it was decided to make no further representation before the deadline of 16 August and that the Council's previous objection still stood.

58024 DEVELOPMENT OF AN 'ENTRY-LEVEL' AFFORDABLE HOUSING SCHEME
For Note Only CONSISTING OF 14 SHARED OWNERSHIP DWELLINGS, NEW VEHICULAR AND PEDESTRIAN ACCESS, ECOLOGICAL AND LANDSCAPING ENHANCEMENTS, CAR PARKING AND ASSOCIATED WORKS
Land West of, Manor Lodge Road, Rowlands Castle

It was noted Cllr Stanley had reviewed the Application and circulated his report thereon. With the agreement of members, a response of OBJECTION on various grounds had been submitted by the deadline of 17 August.

51613/001 TWO-STOREY FRONT EXTENSION AND SINGLE-STOREY REAR EXTENSION
For Note Only *127 Redhill Road, Rowlands Castle PO9 6DE*

It was noted Cllr Donald had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 19 August.

27852/021 Notification of Intention to Carry Out Works to Trees within a Conservation Area: T2 ASH
For Note Only - REDUCE HEIGHT BY 3M FROM 17M LEAVING A FINISHED HEIGHT OF 14M. REDUCE WIDTH OF TREE FROM 11M BY 3M LEAVING A FINISHED WIDTH OF 8M. CROWN LIFT TO 4M FROM THE GROUND. T3 - ASH - REDUCE HEIGHT BY 2M FROM 12M LEAVING A FINISHED HEIGHT OF 10M. REDUCE WIDTH OF TREE FROM 9M BY 2M LEAVING A FINISHED WIDTH OF 7M. CROWN LIFT TO 4M FROM GROUND. T4 - ASH - REDUCE THE HEIGHT BY 3M FROM 16M LEAVING A FINISHED HEIGHT OF 13M. REDUCE WIDTH FROM 11M BY 3M LEAVING A FINISHED WIDTH OF 8M. CROWN LIFT TO 4M FROM GROUND
Robin Hood Inn, 26 The Green, Rowlands Castle PO9 6AB

It was noted Cllr Moss had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 25 August.

27852/022 Application for Consent for Works to Trees subject to a Tree Preservation Order: T1 -
For Note Only YEW - REDUCE HEIGHT BY 2.5 METRES FROM 14 METRES LEAVING A FINISHED HEIGHT OF 11.5 METRES. REDUCE WIDTH OF THE TREE FROM 11 METRES BY 3 METRES LEAVING A FINISHED WIDTH OF 8 METRES. CROWN LIFT TO 6 METRES FROM GROUND TO CLEAR THE WINDOWS. T5 - OAK - REDUCE HEIGHT BY 2.5 METRES FROM 15 METRES LEAVING A FINISHED HEIGHT OF 12.5 METRES. REDUCE WIDTH OF THE TREE FROM 15 METRES BY 3 METRES LEAVING A FINISHED WIDTH OF 9 METRES. CROWN LIFT TO 4 METRES FROM THE GROUND
Robin Hood Inn, 26 The Green, Rowlands Castle PO9 6AB

It was noted Cllr Moss had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 25 August.

50253 ERECTION OF OUTBUILDING TO BE USED AS HOME GYM
For Note Only *5 Whichers Close, Rowlands Castle PO9 6BD*

It was noted Cllr Schneider had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 25 August.

31331/001 SINGLE STOREY EXTENSION TO REAR/SIDE WITH AN INTEGRAL GARAGE
For Note Only FOLLOWING DEMOLITION OF EXISTING GARAGE AND TIMBER SHED
31 Redhill Road, Rowlands Castle PO9 6DE

It was noted Cllr Ball had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 25 August.

58865/001 GROUND FLOOR AND FIRST FLOOR EXTENSIONS ALONG WITH LOFT
For Note Only CONVERSION WITH RAISED RIDGE AND FRONT DORMERS
36 Bowes Hill, Rowlands Castle PO9 6BP

It was noted Cllr Edwards had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 25 August.

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53322/005 RESERVED MATTERS APPLICATION PURSUANT TO APP/19/00007 FOR THE
For Note Only DEVELOPMENT OF 70 DWELLINGS AND ASSOCIATED WORKS
Land North of, Bartons Road, Rowlands Castle

It was noted Cllr Wilson had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 26 August.

36048/004 REPLACEMENT OF EXISTING OPEN PORCH WITH AN ENCLOSED SINGLE STOREY
For Note Only BOOT ROOM ENCLOSURE WITH A CONTIGUOUS OPEN COVERED AREATO THE
NORTH
Fenwick House, 35 Bowes Hill, Rowlands Castle PO9 6BP

It was noted Cllr Edwards had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 2 September.

58572/002 Notification of Dismissal of Appeal Planning Inspectorate Ref APP/M1710/W/21/ 3270898
For Note Only Against Refusal of: RETENTION OF CONVERSION OF ROOF SPACE WITH SIDE
GABLE, FRONT AND REAR DORMERS, FIRST FLOOR REAR DOUBLE DOORS, AND
CHANGES TO FRONT FIRST FLOOR BAY WINDOW (as amended by plans received 6
January 2021).
16b The Green, Rowlands Castle PO9 6BN

The Dismissal of the Appeal and related Application for Costs were noted.

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

It was also noted that some properties adjacent to or in the immediate vicinity of a property subject to an application had not received the usual notification of said application. There was also puzzlement at EHDC's requirement for applicants rather than EHDC to post notification of the application on the boundary of their property, even though EHDC vowed to carry out checks that the requirement had been fulfilled.

Action: Clerk/Admin Asst to follow-up with EHDC, possibly via D Cllr

6. To Receive Reports from County & District Councillors, and other delegates, if appropriate:

Neither the County nor District Cllr were present and no reports had been sent in their absence.

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

a) **New Lease Arrangements for Parish Office** – Further to discussions at Council's Mtg on 11 May 2021, members noted the Clerk's briefing (circulated previously) on the investigations she and Cllr Donald had undertaken and the lower rental fee and related terms now agreed by the current landlord, Wonall Ltd (R J Winnicott Ltd) subject to contract. It was unanimously RESOLVED to APPROVE the terms for a 5-year Lease, starting at £4,000 pa subject to annual indexation and a rolling break clause after one year. In accordance with Council's Standing Order 113, two councillors signed the Lease, witnessed by the Clerk.

Action: Clerk to send signed Lease to solicitor for completion and registration with HMLR

b) **Review of Council's Insurance Cover from 1 October 2021** – Members noted the Clerk's briefing (circulated previously) on the quotes obtained from 3 insurers, including Zurich as Council's current provider. It was unanimously RESOLVED to opt for a 3-year Long Term Agreement (LTA) with Zurich, providing an initial premium closer to Council's current one could be agreed. *An initial premium of £1769.97 has since been agreed with Zurich.*

Action: Subject to the above, Clerk to commission cover from Zurich under 3-year Agreement

c) **Response to EHDC's Consultation on re-emerging Local Plan and Strategic Design Brief** – Members noted Cllr Wilson's summary (circulated previously) of the various Consultation deadlines and other key stages of the Local Plan over the next few months. They noted he and Cllr Ball had attended EHDC's briefing on the proposed development of Land South of Little Leigh Farm, Prospect Lane on 1 September, and that other allocated but smaller sites in the Parish would be the subject of more informal briefings/consultations. This consultation process is driven by the Govt White Paper *Planning for the Future* which aims to front-load the planning system by encouraging more consultation at the beginning to speed up the process later, and with an emphasis on design.

It was AGREED to request a short extension to the deadline for comments on Little Leigh Farm and the Strategic Design Policy to 8 October to allow for consideration at Council's next Mtg on 4 October and to involve the RC Neighbourhood Plan Steering Group. Members expressed their thanks to Cllrs Ball and Wilson.

Action: Clerk to make request to EHDC and include relevant Item on Agenda for next Mtg

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d) **As Charitable Trustee: Fees for Castle United Youth Football Club for 2021/22 Season and beyond** – Member noted the Facilities Officer's briefing (circulated previously), including the Club's proposals, and the comments by Club representatives under Item 4. It was unanimously RESOLVED to:

- Agree a fee of £600 for the Club for the current season,
- Delegate consideration of future fees and other contractual elements to the Recreation Ground Working Group (Cllrs Moore, Moss and Wilson), in discussion with Club representatives.

Action: Admin Asst/Facilities Officer to issue invoice and organise Working Group Mtg

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

a) **July & August 2021 Schedule of Payments, for authorisation** – Cllr Moore stated he had reviewed and confirmed the invoices relevant to the August Schedule. It was unanimously RESOLVED to AUTHORISE both Schedules (both circulated previously) having noted all payments in July and most in August had been made before the Mtg under the Clerk's delegated powers. Three signatories had previously signed the July Schedule and the 2 signatories present signed the August one at the Mtg.

A list of payments is included below (incl VAT where appropriate, which is reclaimable by the Council):

JULY

Method	Amount £	Payee	Reason
DD	173.10	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	78.12	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	38.94	Vodafone Ltd	1 st month+ fee for Facilities Officer's mobile
IBT	9.00	Westcotec Ltd	P&P charge for unused/returned SLR battery
IBT	180.00	GeoXsphere Ltd (Parish Online)	Annual subscription for mapping services
IBT	360.00	John Slater Planning Ltd	N'hood Plan: Advice following policy review
PP	39.98	Screwfix Direct Ltd	2 x packs of water barriers for Parish Hall
IBT	20.00	David Somma t/a Microsomma	Remote support for laptop IT issue
DD	35.00	Information Commissioner	ICO Data Protection Registration Renewal
IBT	25.00	R C Village Fair	NPSG stall booking for 2021 Fair
IBT	643.80	Hugh Harris (Fresh-Air Fitness)	Maintenance/service of outdoor gym equipmt
IBT	1,007.00	Exterior Living Rooms Ltd	Grass Cutting, Handyman + Lengthsman srvs
IBT	106.09	Agilico Workplace Techs Ltd	Quarterly Rental of copier/printer/scanner
DD	33.34	Rowlands Home Hardware	Consumables for Office and Parish Hall
IBT	100.00	Hants & IoW Victim Support	Grant for running costs
IBT	13.33	Miss L Walker, Clerk	Reimbursement for Office consumables
IBT	16.81	Ms C Newman, Facilities Officer	Reimbursement for Hall consumables
IBTs	4,438.53	Staff salaries including HMRC, PAYE and NIC incl new Facilities Officer	
Total	£7,318.04		

AUGUST

Method	Amount £	Payee	Reason
DD	173.10	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	77.39	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	28.52	Vodafone Ltd	Monthly charge for Facilities Officer's Mobile
IBT	42.00	SLCC Enterprises Ltd	Social Media Training Course for Admin Asst
IBT	240.00	Immerse Water Services Ltd	Legionella Risk Assessment for Pavilion
IBT	55.98	The House Nameplate Co	Re-dedication plaques for Bench: Hancock
IBT	90.00	VoxIT Ltd	Creation of N'hood Plan page for PC website
IBT	480.00	PKF Littlejohn LLP	External Auditor fee for year ended 31/03/21
IBT	570.00	Surrey Hill Solicitors	Legal fees for new Lease for Parish Office
PP	51.53	The Pitchmark Group	New pitch measuring tape for Groundsman
IBT	1,107.00	Exterior Living Rooms Ltd	Grass Cutting, Handyman + Lengthsman srvs
DD	11.95	Rowlands Home Hardware	Consumables for Pavilion
IBT	24.22	Ms C Newman, Facilities Officer	Reimbursement of Rec Ground consumables
IBTs	4,438.53	Staff salaries including HMRC, PAYE and NIC incl new Facilities Officer	
Total	£7,390.22		

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 any remaining payments according to Schedule

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A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	1,259.93	HMRC	VAT Repayment from April, May & June 2021
IBT	46.65	Resident	Payment for re-dedication plaques for bench

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

Account	Balance
Current	£72,400.91 <i>(Reconciled balance of £72,354.82 after accounting for payments not yet made, direct debits not yet taken or cheques not yet presented)</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 £117,800 including under-spends from 2019/20 and 2020/21 on specific projects.	

c) External Auditor's Review of Annual Governance & Accountability Return for year ended 31 March 2021 and Resultant Report and Certificate – Members noted the auditor's review and subsequent report and certificate of 20 August 2021 noting no matters of concern had arisen. They expressed their thanks to the Clerk, recognising both the Certificate and a Notice thereon must now be published.

Action: Clerk to publish Certificate and Notification by 30 September 2021

d) Grant Application from Horndean Technology College Christmas Lunch – Members noted the Application from the College (circulated previously) and unanimously RESOLVED to award the requested grant of £50. **Action: Clerk to inform organisation of decision and include in next Payment Schedule**

9. MATTERS FOR DISCUSSION:

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

b) Refusal of Application for Community Funding for re-opening of Parish Hall – Members noted EHDC's refusal of the Hall's grant application (circulated previously) without explanation. They recognised the Hall Management Committee's disappointment at the outcome given it had been encouraged to apply. It was AGREED the Chairman and Clerk would raise the matter with EHDC's Place-making Team and Community Development Officer. **Action: Chairman and Clerk to raise as appropriate**

c) HCC's Consultation on Amendments to Permit Scheme (for Road Works and Street Works) – Members noted the Consultation documentation (circulated previously) and AGREED to respond that Council was content with the contents. **Action: Clerk to respond to Consultation accordingly**

d) Introductory Correspondence from Hampshire Police & Crime Commissioner – Members noted the correspondence (circulated previously), possibly partly in response to Council's letter about the widespread issue of anti-social behaviour including speeding. They also noted the Chairman's circulation of the initial page of the Commissioner's Consultation on priorities for her *More Police, Safer Streets* Police & Crime Plan, although neither speeding nor drug abuse was included. It was AGREED to submit a response, drawing attention to these and the difficulties with 101 and reporting on-line, and to publicise this Consultation as widely as possible.

Action: Chairman to submit response and Clerk to publicise Consultation as appropriate

e) Deputising for Chairman at Various Meetings with Other Organisations – Members noted that due to family commitments, Cllr Stanley may require a deputy to attend some mtgs in future depending on what days of the week the meetings took place. **Action: Clerk to notify members as and when necessary**

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 6 September 2021 – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

b) Report on East Hants Association of Parish & Town Councils Mtg on 21 July 2021 – Cllr Ball attended and members noted his report (circulated previously), particularly the lack of notification about a recent Boundary Commission review of parliamentary boundaries.

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c) **Report on EHDC's Place-Making Delivery Group Mtg on 28 July 2021** – The Clerk attended and members noted her report (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 Parish Office Lease (7a), Insurance Cover (7b), Extension to EHDC Local Plan Consultation (7c), CUYFC Fees etc (7d) and the Publicising of Police Consultation (9d) 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 staffing matters where publicity might be prejudicial to the special nature of the business.

It was unanimously RESOLVED to pass the Resolution, noting there were no members of the public in attendance at the time. The Clerk and Facilities Officer temporarily left the Meeting during discussions under Item 13.

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

13. To Receive a Report and Recommendations from Members of the Staffing and Remuneration Committee regarding the Council's Employees and their Remuneration, and Agree Action thereon

It was unanimously RESOLVED to award a 2% pay increase for the Clerk and Admin Asst in line with inflation rates, back-dated to 1 April 2021.

14. Date of Next Meeting – Monday 4 October 2021 in the Large Parish Hall.

The Meeting ended at 9.00pm

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