

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 04.10.21

Monday 4 October 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 S Donald, Cllr J Edwards, Cllr I Moore, Cllr H Schneider and Cllr B Wilson.

Ms C Newman (Council's Facilities Officer) was also present in part.

MINUTES:

Taken by L Walker (Clerk to the Council).

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

1. To Receive Formal Notice of the Resignation of Cllr Jonathan Moss

Council received formal notification of the resignation of Jonathan Moss as a member of the Council, with effect from 6 September after the Council's last Mtg. The Chairman thanked him for his work during his 3 years as a parish councillor. The Clerk advised the vacancy had been duly notified in accordance with local government requirements. She awaited a response after 5 October from EHDC's Returning Officer as to whether any requests for a by-election had been received, and if not Council would be at liberty to fill the vacancy by co-option.

Action: Subject to the above, Clerk to draft a Cllr Vacancy Advert

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

Apologies for absence were received from Cllr M Harvey, with apologies from Cllr V Matthews having already been received and agreed at the previous Council Mtg.

3. To Receive any Declarations of Interest

There were no declarations of interest at this point

4. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Council Meeting on 6 September 2021, together with a Written Update on the Progress of Resolutions from Meetings

The minutes of the Meeting (circulated previously) 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.

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

A resident asked whether the Council knew when a decision would be taken on the Part Retrospective Application at NK Homes/Deerleap Lane development which had been outstanding for over a year (Ref No. 23856/017, for the regrading and landscaping of hill and infilling part of a redundant quarry). The Clerk said she was not aware of any decision and referred them to EHDC as the local planning authority.

The same resident also advised of the alleged clearance of land adjacent to Deerleap House, known by some as The Meadow. Members noted the land was within the Conservation Area of the Green and therefore 6 weeks' notice was required for any works to trees with a diameter of more than 75mm when measured at 1.5m from ground level (or more than 100mm if reducing the number of trees to benefit the growth of other trees). The Clerk said she was not aware of any such notice.

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> or a similar page on SDNPA's website.

58577/001 TWO STOREY REAR EXTENSION FOLLOWING DEMOLITION OF EXISTING GARAGE
8 Hazeldean Drive, Rowlands Castle, PO9 6DH

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

SDNP/21/
04638/FUL THE DRILLING OF 3 WATER MONITORING BOREHOLES FROM THE EXISTING
WELL SITE, WITHIN THE EXISTING COMPOUND AREA, TO SATISFY AN
ENVIRONMENT AGENCY (AE) REQUIREMENT
Horndean Well Site C, Havant Road, Horndean, Waterlooville

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Noting the Application was to satisfy an Environment Agency requirement, it was unanimously RESOLVED to make NO OBJECTION.

30661/035 POOL ENCLOSURE BUILDING WITH ASSOCIATED FACILITIES AND PLANT FOLLOWING DEMOLITION OF EXISTING POOL ENCLOSURE, CHANGING HUT AND PLANT

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

Cllr Donald outlined the Application in accordance with his review (circulated previously), noting it was separate to a previous one for the purpose of satisfying planning requirements. It was unanimously RESOLVED to make NO OBJECTION.

51190 CONVERSION OF GARAGE TO A UTILITY/BOOT ROOM, REMOVAL OF EXISTING
For Note Only CONSERVATORY AND REPLACE WITH A SINGLE STOREY REAR EXTENSION
100 Redhill Road, Rowlands Castle, PO9 6DF

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 21 September.

59475 Notification of Lawful Development Certificate Proposed Application: CERTIFICATE OF
For Note Only LAWFULNESS PROPOSED - FOR THE REPLACEMENT OF WINDOWS AND DOORS,
REFURBISHMENT OF FRONT PORCH AND INTERNAL RECONFIGURATION
2 Wellwood Gardens, Rowlands Castle, PO9 6DN

It was noted such a Certificate is applied for to confirm the specified works are classified as being under Permitted Development and therefore no comment was necessary.

EC/55880/ Notification of Receipt of Enforcement Appeal
002/ECOU *Lot 5b Comley Hill, Rowlands Castle*

For Note Only

The Appeal was noted.

58572/003 Notification of Receipt of a Planning Appeal: INSPECTORATE REFERENCE
For Note Only APP/M1710/W/21/3279320 RETROSPECTIVE APPLICATION FOR THE
INSTALLATION OF A BALUSTRADE TO FLAT ROOF
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

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

County Cllr Marge Harvey Members noted Cllr Harvey's written report (circulated previously and a copy of which will be kept with these Minutes) on the following HCC-related matters:

- Her request for the highway drains to be cleared;
- Her involvement with seeking a resolution to parking outside the Church on The Green;
- Her hopes that road lining works will be done soon;
- Her request for EHDC Parking Enforcement to review parking in the village.

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

- Clarification on procedures for notification of planning applications;
- His recommendation to ask a specified EHDC Officer as to when further TRO lining would be done;
- His recommendation to residents of the Deerleap Lane development to approach the Management Company about the continuing absence of a pavement from Bailey Road on up to the development, given that EHDC's Compliance Team is over-worked,
- Although part of a SINC, the landowner is at liberty to undertake tree-clearing works on land at the back of the Crematorium and Spire Hospital, adjacent to Comley Hill,
- The High Court has yet to schedule a date for the Enforcement Order over the unauthorised use of the plot at New Barn Farm Lane which was the subject of a retrospective planning application,
- The temporary change of use for the site between Boyes Lane and Woodhouse Lane has been extended by 6 months but should revert at some point,
- Despite rumours to the contrary, a Comley Hill plot is apparently not being used for residential purposes,
- EHDC has not received any recent reports of bonfires on another Comley Hill plot,

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- Portsmouth Water is progressing use of an alternative entrance to facilitate tree removal work on the Havant Thicket Reservoir site, rather than using one off the mini-roundabout system,
- He still has funds left from this year's Community Councillor Grant pot,
- Clarification that a recent press release re EHDC's Spatial Strategy concerned a potential development at Chawton Farm and any further development of Land East of Horndean (beyond that already agreed) is highly unlikely.

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

a) Repair or Replacement of Aerial Cableway at Recreation Ground and Funding thereon – Further to discussions at Council's Mtg on 15 June 2021, members noted and thanked the Facilities Officer for her briefing (circulated previously) on the options available. It was unanimously RESOLVED to:

- i) Repair rather than replace the cableway, mainly on grounds of costs;
- ii) Engage HAGS as original supplier to carry out the specified works, including provision of a cable strong enough to take a heavier load so that it didn't have to be re-tensioned as often;
- iii) To budget up to £5,000 (excl VAT) for said works from funds originally allocated for replacing the bus shelter, which is now being funded by HCC via S106 developer transport contributions.

Action: Facilities Officer to progress repair with HAGS

b) Proposed Pitch Improvements for the Recreation Ground and Funding thereon – Further to discussions at Council's Mtg on 13 April 2021, members noted and thanked the Facilities Officer for her briefing (circulated previously). It was unanimously RESOLVED to:

- i) Commission Southern Ground Care Ltd to undertake all the recommended works for the initial year at a quoted cost of £12,580 + VAT;
- ii) Apply to EHDC for release of funds from S106 developer contributions specified for these purposes;
- ii) Review funding for further works as part of future budget plans.

Action 1: Facilities Officer to commission works from Southern Ground Care around Rec usage

Action 2: Clerk to apply for S106 monies and monitor costs to inform future budgeting plans

c) Review of Draft Hirer's Agreement with Rowlands Castle Association for 2021/ Fireworks Display

- Members noted the draft, annotated Agreement (circulated previously). It was unanimously RESOLVED:

- i) To agree and finalise the Agreement for signing by both parties,
- ii) That the second access-way could be opened as an additional exit point, to facilitate the need for social distancing when large numbers are leaving the event.

Action: Clerk to finalise Agreement for signing and liaise with RCA thereon

d) Response to EHDC's Consultations on re-emerging Local Plan and Strategic Design Brief –

Further to discussions at the previous Council Mtg, it was noted Council had been granted an extension to the deadlines for both Consultations to 8 October. A working party had reviewed recent development in the Parish to inform Council's responses to the Consultations. Members noted and thanked Cllr Wilson for his subsequent draft response to one Consultation (circulated previously) and AGREED its contents. It was further AGREED Cllr Stanley would finalise a response to the Strategic Design Brief

Action: Clerk to liaise with both cllrs to submit and publicise responses to both Consultations

e) Report on Tree Condition Survey (excluding Rowlands Copse) and Prioritisation of Works –

Members noted the Survey (circulated previously), and the arboriculturalist's comments that most recommended works were of low priority with a few of moderate and none of high, due to the Council's good management of its tree responsibilities. The Clerk will obtain quotes for those recommended works in due course. She also explained a separate survey of Rowlands Copse will be undertaken later after permitted trees works in the vicinity had been commissioned.

Action 1: Clerk to liaise with Arboriculturalist over survey of Rowlands Copse

Action 2: Clerk to see quotes for recommended works in general survey

f) Request for St John's Church to hold Remembrance Service on The Green on 14 November and Short Carol Service on The Green on 24 December 2021 - Members noted the Church's requests (circulated previously). It was unanimously RESOLVED to grant permission for both services, subject to: any Govt regulations or guidelines in place at the time, the provision of the appropriate insurance (already supplied) and risk assessments for both events, and that the Carol Service was no bigger than that in 2020.

Action: Clerk to liaise with Church to obtain appropriate documentation for both events

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9. Matters for Decision in respect of RCPC's role as Sole Trustee to a CIO:

a) **2020 Annual Report & Accounts of Rowlands Castle Parish Hall CIO for Charity Commission –** Members noted the Annual Report & Accounts (circulated previously) which had been agreed by the Hall's Management Committee. It was unanimously RESOLVED to approve the document for submission to the Charity Commission by 31 October, once a hard copy of it had been finalised and signed by the Chairman.

Action: Chairman to sign document and Clerk/Admin Asst to submit to Commission by deadline

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

a) **September 2021 Schedule of Payments, for authorisation –** Cllr Ball stated he had reviewed and confirmed the invoices relevant to the Schedule. It was unanimously RESOLVED to AUTHORISE the Schedule (circulated previously). The 3 signatories present signed the Schedule at the Meeting.

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

Method	Amount £	Payee	Reason
DD	245.10	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	77.69	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	27.16	Vodafone Ltd	1 st month+ fee for Facilities Officer's mobile
IBT	50.00	Horndean Technology College	Grant for Christmas Lunch Club
IBT	1,260.00	Titchfield Tree Services Ltd	Tree maintenance work at Recreation Ground
IBT	833.94	Sapling Arboriculture Ltd	General Tree Condition Survey
IBT	20.00	Cllr Stanley	Purchase of second-hand laminator for Office
PP	7.28	The Sign Shed	Anti-climb paint signage for Rec Ground
IBT	1,769.97	Zurich Municipal	Annual Insurance Cover from 1 October 2021
IBT	3,326.40	Quality Land Services Ltd	2 x quarterly litter and dog waste collection fee
IBT	840.00	Surrey Hills Solicitors LLP	Legal fees for new Lease for Parish Office
IBT	10,193.58	Hampshire County Council	Main fee for Further CFI works around Parish
IBT	45.31	Agilico Workplace Techs Ltd	Quarterly MFD costs and maintenance
IBT	1,376.50	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman srvs
DD	23.44	Rowlands Home Hardware	Consumables for Office, Rec & N'hood Plan
IBT	400.00	Inspired Mosaics	Repairs to Diamond Jubilee Mosaic
IBTs	4,853.46	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
Total	£25,349.83		

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

A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	56,063.00	EHDC	2 nd of 2 instalments of 2021/22 Precept Payment

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

Account	Balance
Current	£107,720.93 (Reconciled balance of £103,067.99 after accounting for payments not yet made, direct debits not yet taken or cheques not yet presented)
2-Yr Fixed Rate Bond	£10,000.00 (matures in mid-October 2021)
100-day Notice Account	£55,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £104,622 including under-spends from 2019/20 and 2020/21 on specific projects.	

c) **Quarterly Review of Budget and Actual Payments and Receipts to 30 September 2021 –** Members noted and ACCEPTED the Clerk's Update Report (circulated previously).

Action: Clerk to publish Update on RCPC's website

d) **Quarterly Review of Council's Asset Register –** Members noted the following since the last review in July 2021: Additions of further CFI works (eg village gateway signage), a laminator and a pitch measuring tape, plus amendments to reflect the re-dedication of a bench around The Green.

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

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11. MATTERS FOR DISCUSSION:

- a) **Summary of Residents' Dealings with Parish Office from September 2021** – The Parish Office's Summary (circulated previously) was noted and a copy will be held with these Minutes.
- b) **Update from Chair of RC Neighbourhood Plan Steering Group (NPSG)** – The Chair of the NPSG's Update (circulated previously) was noted and a copy will be kept with these Minutes.
Action: Clerk to publish Update on RCPC's website

12. MATTERS FOR INFORMATION:

- a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 4 October 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 Strategy Group Mtg on 21 September 2021** – Cllr Wilson attended and members noted his verbal report including rising incidents of anti-social behaviour across the Parishes, potential use of CIL monies to fund upgrade of mini-roundabout system and continuing difficulties with the Land East of Horndean developer.
- c) **Report on Southern Parishes Place-making Delivery Group Mtg on 29 September 2021** – The Clerk attend and members noted her report (circulated just before the Mtg).
- d) **Report on Havant Thicket Reservoir Community Advisory Group Mtg on 30 September 2021** – Cllr Stanley attended and members noted his report (circulated previously).
- e) **Report on Land East of Horndean Development S106 Agreement for Outline Application on 4 October 2021** – Cllrs Stanley and Wilson had attended and members noted their report that progress on the Development continued, although the Mtg had not focussed on the S106 Agreement after all. Cllr Stanley had requested a copy of the S106 Agreement as soon as it could be made available.

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 Consultation responses (8d), Planning Applications (6), Liaison with RCA (8c), Submission to Charity Commission (9a) and Vacancy Advert (1) would take priority.

14. 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 Facilities Officer left the Meeting before discussions under Item 15.

15. Clerk's Report on End of Probationary Period of Facilities Officer to Council

Following a brief discussion, it was unanimously RESOLVED that Ms Newman had successfully completed her probationary period and her appointment as Facilities Officer was duly confirmed on the agreed 3-year fixed contract.

16. Date of Next Meeting – Monday 1 November 2021 in the Large Parish Hall.

The Meeting ended at 9.05pm

During the course of the Meeting (both part and whole) there were 2 members of the public (in addition to those listed as attendees at the top of Page 1) and no members of the Press in attendance.