

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 01.11.21

Monday 1 November 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.

Mrs G Whatley (Council's Admin Asst) and Ms C Newman (Council's Facilities Officer) were also present in part, as were D Cllr M Johnson and Mr I Young, NPSG Chair.

MINUTES:

Taken by L Walker (Clerk to the Council).

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

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

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 Council Meeting on 4 October 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.

4. To Receive a Presentation from Redrow Homes on the proposed further development of the northern part of Land North of Bartons Road site, currently allocated in EHDC's Emerging Local Plan

The Chairman welcomed 3 representatives of Redrow Homes, 2 of whom gave a presentation on Redrow's proposals for a further 60+ dwellings on its site within East Hampshire District, in addition to the 72 applied for on its adjacent site in Havant Borough, which is currently being considered by HBC. Redrow is looking to develop both sites simultaneously in the interests of efficiency, economics and avoidance of prolonged disturbance. There followed a Q & A session with councillors and the Chairman thanked the representatives. (Copies of the presentation and a record of the Q & A will be held with these minutes.)

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

There were no comments from those members of the public in attendance at this point.

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.

34178/007 Application for Consent for Works to Trees Subject to a Tree Preservation Order: 1 x BAY - REDUCE BRANCHES BY 2M, LEAVING A CLEARANCE OF 3M TO THE BUILDING. REDUCE REMAINING CROWN WIDTH BY 2M, LEAVING A CROWN WIDTH OF 5M. REDUCE CROWN HEIGHT BY 3M, LEAVING A CROWN HEIGHT OF 6M.
Woodlands, Manor Lodge Road, Rowlands Castle, PO9 6BA

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

38344/001 SINGLE STOREY DETACHED DWELLING ALONG WITH ASSOCIATED ACCESS AND LANDSCAPING
Land to rear of 18 Bowes Hill, Rowlands Castle, PO9 6BP

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Cllrs Edwards and Stanley outlined the Application in accordance with their review (circulated previously). Members noted that whilst the Application's parking proposals did not comply with EHDC policies or standards, there was no further space off-road to provide a 2nd parking space. It was RESOLVED (by a majority of 6 For and 1 Against) to make NO OBJECTION, on condition that the proposals for a soakaway drainage system are satisfactorily assessed to avoid adverse impact on neighbouring properties

52184/003 SINGLE STOREY FRONT EXTENSION TO INCREASE SIZE OF THE EXISTING GARAGE

19 Wellsworth Lane, Rowlands Castle, PO9 6BX

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

58572/003 Planning Appeal Inspectorate Ref: APP/M1710/W/21/3279320 RETROSPECTIVE
For Note Only APPLICATION FOR THE INSTALLATION OF A BALUSTRADE TO FLAT ROOF
16b The Green, Rowlands Castle PO9 6BN

Council's previously submitted response to 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 recommendation that potholes are reported direct to HCC rather than via her;
- Her invitation to residents for ideas to mark the Queen's Platinum Jubilee, and potential funding available;
- Her forthcoming Chairmanship of HCC;
- The continuing issue of parking in the village and her intention to contact EHDC re parking enforcement.

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

- Further to Item 4, assurance that EHDC's 5-year land supply is secure, the Bartons Rd site is included in the emerging Local Plan and the orchard and amenity area on site is allocated for residents' benefit;
- Intention to reopen generic applications for S106 funds in 2022 once an audit has been completed but applications for specifically allocated funds will still be accepted;
- Funds remain from this year's Community Councillor Grant pot incl £1,000 for environmental projects;
- His undertaking to pursue formalising Council's cutting of the grass on Finchdean Green;
- Reissue of Working Letter to Vivid Homes re Manor Lodge Rd site, now including all Council's comments;
- Enforcement visit to Deerleap Lane but no further action deemed appropriate at present, though there appeared to be some confusion over the exact location and classification of land in terms of TPOs;
- Part-retrospective Application 23856/017 re Nicholas King Homes development has now been permitted.

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

a) Replacement of Bin in front of Pavilion at Recreation Ground – Members noted and thanked the Clerk and Facilities Officer for their briefing (circulated previously) on the options available, and that a majority of current waste could be recyclable if facilities allowed. It was unanimously RESOLVED to replace the deteriorating bin with a Broxap Derby E Double Recycling bin (2 x 120l capacity) in black with pyramid top at a cost of £485 + VAT, plus any required fixings. The Clerk/Admin Asst will liaise with EHDC to see whether a recycling collection from the Recreation Ground could be included, as it is for St John's Church

Action 1: Facilities Officer to purchase bin and liaise with Handyman over installation

Action 2: Clerk/Admin Asst to liaise with EHDC to establish whether recycling could be collected

b) Potential Logo for Rowlands Castle Parish Council – Members noted and thanked the Admin Asst for her briefing (circulated previously). After discussions including the design, potential for community engagement and scope for usage, it was AGREED to defer a decision to allow for further consideration.

Action: Clerk to include on Agenda in the near future

c) Request by Village Fair committee to erect Christmas Tree on The Green – Members noted the request. It was unanimously RESOLVED to grant permission for this annual custom over the Christmas period.

Action: Clerk to inform Committee of Council's decision

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d) **Request by St John's Church to use The Green for a Remembrance Poppy Display around Armistice Day and a Nativity Scene over Christmas** – Further to discussions at the previous Council Mtg, Members noted the additional request (circulated previously) for the 2 Displays and unanimously RESOLVED to grant permission to both.
Action: Clerk to inform St John's Church

e) **Review of Advertising Policy for The Green** – Members noted the Policy (circulated previously) and RESOLVED to add a clause stating advertising must accord with legislation eg planning regulations.
Action: Clerk to update Policy accordingly and publish on website

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

a) **Review of Terms of Reference for Parish Hall Management Committee** – Members noted the Clerk and Facilities Officer's recommended amendments (circulated previously) to bring the Terms in line with the Constitution of the Parish Hall CIO. It was unanimously RESOLVED to accept these amendments with a few further amendments and additions.

Action: Clerk to liaise with Facilities Officer to finalise and publish amended Terms of Reference

b) **Update on Progress of Planning Works to the Parish Hall** - Members noted the Update (circulated previously) from Cllrs Ball and Edwards, a copy of which will be kept with these Minutes. The continuing issue of golf balls straying into the Hall garden was considered and the need for safety precautions acknowledged. It was AGREED to ascertain whether planning permission would be required for any netting erected to prevent golf balls straying into the Hall garden.

Action: Facilities Officer to contact appropriate EHDC officer(s) re planning query

c) **Recruitment of a new Parish Hall Administrator** – Members noted that the current Administrator, Jonathan Law, had advised he planned to relinquish the role on 31 December 2021. They expressed their appreciation and thanks to Mr Law for his long and dedicated service to the Hall and acknowledged the continued need for the role. It was AGREED a Working Group of officers and cllrs (who were also on the Hall Management Committee) would meet to draft a Job Description and the recruitment process would be addressed at Council's next Mtg.

Action 1: Working Party to meet as soon as possible to draft Job Description
Action 2: Clerk to ensure matter is included on Agenda for December Council Mtg

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

a) **October 2021 Schedule of Payments, for authorisation** – Cllr Wilson 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	285.00	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	73.88	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	27.16	Vodafone Ltd	1 st month+ fee for Facilities Officer's mobile
IBT	2,544.00	R J Winnicott Ltd	Office rental+cleaning 1 Oct 21 to 31 March 22
IBT	197.50	David Somma t/a Microsomma	Managed Anti-virus and Own Cloud renewal
IBT	827.44	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman srvs
DD	7.99	Rowlands Home Hardware	Consumables for Parish Office
IBT	10.65	Cllr Stanley	Balance-payment of Cllr's allowance
IBT	4.93	Miss L Walker, Clerk	Reimbursement for postage costs
IBTs	4,505.51	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
Total	8,484.06		

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	1,612.34	HMRC	VAT repayment from July, August & September 2021

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

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Account	Balance
Current	£98,224.42 (<i>Reconciled balance of £96,196.27 after accounting for payments not yet made, direct debits not yet taken or cheques not yet presented</i>)
Easy Access Savings Acc	£10,405.12 (<i>previously in a 2-year Fixed Rate Bond, matured in mid-Oct</i>)
100-day Notice Account	£55,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £106,424.12 including under-spends from 2019/20 and 2020/21 on specific projects.	

c) Neighbourhood Portion of Community Infrastructure Levy (CIL) monies – Members noted EHDC's bi-annual invitation for the accrued funds to be paid to Council, which currently stand at c £20,000 as at 30 September 2021. It was unanimously RESOLVED to request the funds be paid into Council's account. It was noted a Working Group of the Clerk and various cllrs had recently met to consider how best to spend both the S106 and CIL funds currently available for the Parish

Action: Clerk to arrange payment with appropriate EHDC officer

11. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with Parish Office from October 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) on Issue of Parking – The Chair welcomed the NPSG Chair to the Mtg, who reported that many local residents and businesses had again high-lighted the issue of parking in the village centre. He acknowledged there were no easy answers and that signage to the car park at the Recreation Ground could help. He stated the draft NP included provision for further parking in the centre, should any opportunities arise. He queried whether the draft NP might also include provision for further parking at the Recreation Ground, if Council were considering such plans, though he appreciated the core objectives of the Recreation Ground CIO as per its Constitution. It was also noted the RC station car park was not nearly as busy as pre-pandemic and there may be businesses within the village that could provide further parking.

Action: Admin Asst already progressing signage to Recreation Ground incl Parking

c) Local Speedwatch Results for August and September – The results were noted, including those very recently sent for October, copies of which will be kept with these Minutes. Members noted one of Council's speed limit reminder (SLR) devices was now 11 years old and showing signs of age. It was suggested a new device might be purchased using funds from the Community Councillor Grant pot.

Action: Clerk to investigate replacement SLRs and/or Speed Indicator Devices (SIDs)

12. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 1 November 2021 – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

b) Report on HCC's Passenger Transport Forum on 14 October 2021 – Cllr Stanley attended and members noted his report (circulated previously).

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 Hall Administrator role (9c) and Management Committee Terms (9a), Planning Applications (6), CIL payment (10c), Replacement bin (8a) and Rec signage (11c) would take priority.

14. Date of Next Meeting – Monday 6 December 2021 in the Large Parish Hall.

The Meeting ended at 9.20pm

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.