

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 10.01.22

Monday 10 January 2022 at 7.00pm

Church on the Green, Rowlands Castle PO9 6BW

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

## PRESENT:

Cllr C Stanley (Chairman), Cllr F Ball, Cllr J Edwards, Cllr I Moore, Cllr V Matthews, 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, as was D Cllr M Johnson in part.

## MINUTES:

Taken by L Walker (Clerk to the Council)

### THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

Death of Fran Davies Members noted the death of Mrs Davies in late 2021 and acknowledged her contribution to the community as a former parish councillor, representing Finchdean.

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

Apologies for absence were received and agreed from Cllr S Donald, and also from C Cllr M Harvey.

#### 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 6 December 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. Admin Asst is liaising with EHDC about the future provision of roadside recycling collections.

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

A resident requested a copy of a leaflet on recycling which was circulated recently by St John's Church as part of its involvement in an Eco-Church project. Council's Admin Asst undertook to promote the initiative.

**Action: Admin Asst to promote Initiative, as appropriate**

#### 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.

34468/003 CONVERSION OF DETACHED GARAGE TO ANNEXE. CONVERSION OF LOFT TO SECOND FLOOR LIVING ACCOMMODATION WITH DORMER TO REAR AND ADDITIONAL WINDOW TO FRONT.

63 Links Lane, Rowlands Castle PO9 6AF  
(Cllr Edwards)

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

57704/003 THREE DWELLINGS AND ASSOCIATED ACCESS AND PARKING ON LAND AT 31-37 FINCHDEAN ROAD, ROWLANDS CASTLE

Land at 31-37 Finchdean Road, Rowlands Castle

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 28 December.

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31271/002 REPLACING REAR CONSERVATORY AND REPLACING WITH A SINGLE STOREY  
For Note Only EXTENSION EXTENDING THE ROOF SPACE TO GABLE END  
54 Durrants Road, Rowlands Castle, PO9 6BG

It was noted Cllr Ball had reviewed the Application. NO COMMENTS had been submitted before the deadline of 29 December.

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

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

County Cllr Marge Harvey Cllr Harvey was not present at the meeting and no report specific to her Division had been sent in her absence, though a generic one for Hampshire County Cllrs had been provided, a copy of which will be kept with these minutes.

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

- Recently-announced separation of EHDC and Havant Borough Council after a 12-year joint partnership, and the anticipated ramifications thereon eg budget, legal services, waste contract;
- Anticipated Govt White Paper on local government reorganisation;
- Likely disposal of Penns Place in favour of 'hubs' around the District to provide a more efficient, resident-focussed service;
- Anticipated action by EHDC Environmental Health re the persistent burning of waste on a Comley Hill plot;
- Future action following Planning Inspectorate's refusal of appeals relating to 16b The Green.

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

**a) Chairman's Submission for Stakeholder Workshop on Havant Thicket Reservoir Northern Access Route Design on 19 January 2022** – Members noted Cllr Stanley's draft submission (circulated previously) proposing additional measures to help the road system to cope with the increase in users. It was AGREED to submit it to Portsmouth Water before the Workshop (copied to local District and County Cllrs), which Cllr Stanley was unable to attend but Cllr Johnson would attend and support the proposals.

**Action: Clerk to liaise with Cllr Stanley to finalise and submit proposals**

**b) Update on new Village Lectern/Interpretation Panel** – Members noted and thanked the Admin Asst for her update (previously circulated). The artwork was AGREED, subject to a few minor amendments and additions, including measures to improve accessibility. Once finalised, the Panel will be commissioned in accordance with Council's resolution on 2 November 2020.

**Action: Admin Asst to liaise with designer re amendments before circulating for final approval**

**c) Signage to the Recreation Ground and its Facilities** – Further to discussions at the previous Council Mtg under Item 10b), members noted the Admin Asst's update briefing (circulated previously) based on recommendations from an EHDC Traffic Engineer given other constraints. It was unanimously RESOLVED:

- i) To commission the installation of additional signage to the Ground and its facilities at an estimated cost of c £3,000 + VAT to be at least part-funded from Council's restricted reserves;
- ii) Replace the existing finger-post opposite the Church on the Green with one with an additional sign for the Ground and its facilities, and place 2 additional signs at the junctions of The Green and Links Lane (small one on pillar) plus Links Lane and The Fairway (from lamp-post outside 9 Links Lane).

The above is subject to the agreement of the requisite landowners and obtaining of planning permission if/where necessary. It was also agreed to monitor usage of the Ground's car park before considering whether additional parking spaces could be provided there.

**Action: Admin Asst to liaise with necessary parties to progress project**

**d) Panel for forthcoming Interviews for new Parish Hall Administrator** – Members noted the many applications received already before the deadline of 5pm on 14 January. It was unanimously RESOLVED to appoint an interview panel consisting of Cllr Ball, the Clerk, the Facilities Officer with possibly a non-cllr member of the Hall's Management Committee to be involved if required.

**Action: Clerk to arrange application sift and interviews as appropriate**

**e) Review of Council's Social Media Policy** – Members noted the current Policy and various alternatives (circulated previously), some of which incorporated other types of communication, and the Clerk's recommendation thereon. It was AGREED the Clerk would draft a comparison for consideration prior to adoption. Consideration was also given to whether Council should expand its use of social media to capture a wider demographic and Cllr Moore offered the services of a social media expert to advise.

**Action: Clerk to draft comparison Policy for consideration and liaise with Cllr Moore accordingly**

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

a) **Review of Report and Accounts for Recreation Ground CIO to 31 March 2021** – Members noted the draft Report & Accounts (circulated previously). It was unanimously RESOLVED to adopt the Report as that of the Trustee of the CIO, subject to some amendments to clarify the use of working group(s) during the pandemic when it was difficult for the Ground's Management Committee to meet, for signature by the Chairman before submission to the Charity Commission by 31 January 2021.

**Action: Admin Asst to make amendments for approval before signing/submission to Commission**

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

a) **December 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 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	223.01	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	74.70	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	27.16	Vodafone Ltd	1 <sup>st</sup> month+ fee for Facilities Officer's mobile
IBT	200.00	CPRE Hampshire	Donation towards fund-raising campaign
PP	100.00	Plantlife UK	Donation towards running costs
IBT	91.17	Viking Payments	Consumables for Office incl noticeboard
IBT	150.00	Voxit Ltd	Annual website hosting and domain renewal
IBT	202.50	John Slater Planning Ltd	N'hood Plan: Further expert advice
IBT	234.00	Society of Local Council Clerks	Clerk's annual membership for 2022
IBT	28.50	RCPHMC	Hall Hire for Dec 2021 Council Mtg
IBT	75.00	Code 3 Electrical	Inspection and repair to electrics on The Green
IBT	35.00	Rowlands Castle URC	Hall Hire for N'hood Plan Mtg in Dec 2021
IBT	690.00	Good Directions Ltd	50% deposit 2 new benches for War Memorial
IBT	2,262.00	Stansted Park Foundation	Timber for Bus Shelter nr The Green
IBT	92.77	Agilico Workplace Techs Ltd	Quarterly MFD costs and maintenance
IBT	260.18	Exterior Living Rooms Ltd	Handyman and Lengthsman services
IBT	1733.76	Quality Land Services Ltd	Quarterly litter and dog waste collection fee
IBT	6.30	Cllr C Stanley	Travel expenses
IBT	30.00	Cllr S Donald	Cllr's allowance for 2021/22
IBTs	4,505.51	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
<b>Total</b>	<b>11,021.56</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 any remaining payments according to Schedule**

There were no receipts in December 2021.

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

Account	Balance
Current	£105,703.53 ( <i>Reconciled balance of £102,638.52 after accounting for payments not yet made, direct debits not yet take or cheques not yet presented</i> )
Easy Access Savings Acc	£10,405.12
100-day Notice Account	£55,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £ 126,430 including under-spends from 2019/20 and 2020/21 on specific projects and developers' contributions released to RCPC.	

c) **Quarterly Review of Budget and Actual Payments and Receipts to 31 December 2021** - Members noted and ACCEPTED the Clerk's Update Report (circulated previously).

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

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**d) Quarterly Review of Council's Asset Register** – Members noted the following since the last review in October 2021: Additions of timber for the new bus shelter, pending its actual construction, and an additional Office noticeboard. Replacement of 2 previous benches at War Memorial with new ones, to be added once both received and fully paid for, together with railings around the Pavilion, currently partially removed after collision (to be rectified under driver's insurance asap)

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

**e) Review of Restricted Funds and Management of Reserves Banking** – Members noted the General and Restricted Reserve Funds (circulated previously), including the anticipated expenditure to the end of 2021/22 and the Finance Working Group's recommendations thereon. It was unanimously RESOLVED to:

- i) Re-allocate £5,000 from the bus shelter project to CCTV at the Rec, now that S106 monies were paying for the shelter; re-allocate £2,000 from the remaining Rec 2<sup>nd</sup> exit funds to the Neighbourhood Plan for expenditure in 2022/23; pay £5,000 from the Parish-wide Enhancement funds to the Parish Hall to compensate for loss of booking revenue in the absence of Govt grant in 2021/22;
- ii) Investigate investing up to £15,000 in a 2-year Bond.

**Action: Clerk to make appropriate amendments and payments, and investigate 2-year Bonds**

**f) Finance Working Group's Recommendations re Budget for 2022/23 and resultant Precept -**

Members noted the Group's detailed and overall Proposed Expenditure recommendations (circulated previously), and identified major budget priorities for the year together with a forecast slight increase in the Council Tax Base. It was unanimously RESOLVED to:

- i) ACCEPT the Proposed Expenditure Budget of £116,630 for 2022/23, and
- ii) AGREE a resultant Precept of £114,368 for 2022/23, recognising this was a below-inflation increase of 2% and that any shortfall would be made up from Council's reserves during the continuing challenging times.

**Action: Clerk to submit Precept Notification to EHDC and publish proposed Budget for 2022/23**

## 10. MATTERS FOR DISCUSSION:

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

**b) Potential Project(s) to mark HM The Queen's Platinum Jubilee Year of 2022** – Members considered existing and further ideas, including:

- i) Commission a statue to be located in a prominent location;
- ii) Plant a memorial tree with plaque, akin to the Golden Jubilee one on Deerleap Verge;
- iii) Install a sun-dial, either ground- or wall-mounted in a sunny location;
- iv) Purchase of land to create woodland copse/reflective space/additional parking

The feasibility, timeframes and likely cost of some of the above were acknowledged, as was the possibility of utilising developers' contributions. It was AGREED to make further investigations by way of an informal working party before bringing the matter back to Council for a decision.

It was also AGREED to leave the organisation of any Jubilee celebrations within the Parish to other groups/individuals.

**Action: Clerk to liaise with specific cllrs to progress matters**

**c) Local Speedwatch Team Results from November and December 2021** – Members noted the results (circulated previously), copies of which will be kept with these Minutes.

**d) Acquisition of New/Replacement Speed Limit Reminders (SLRs)/Speed Indicator Devices (SIDs)** – Members noted RCPC's current SLRs were heavy, cumbersome and ageing, and considered the merits of various alternatives. The following were AGREED for decision at the next Council Mtg:

- i) Investigate options/costs of new SLRs or SIDs and potential funding incl developers' contributions;
- ii) Include proposed motion by '20's Plenty for Us' Campaign to submit to Hampshire County Council;
- iii) Liaise with Beech Road Safety Working Group over results which might influence i)

**Action 1: Clerk to investigate and include appropriate items on next Council Mtg Agenda**

**Action 2: Cllr Stanley to liaise with Beech Group**

## 11. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 10 January 2022** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

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## 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 Precept Notification (9f), Havant Thicket Reservoir submission (7a), arrangements for Interviews (7d), Interpretation Panel (7b) and submission of the Recreation Ground CIO Return (8a) would take priority.

**13. Date of Next Meeting – Monday 7 February 2022** in the Large Hall of the Parish Hall, Links Lane.

*The Meeting ended at 9.30pm*

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.

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