

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 07.02.22

Monday 7 February 2022 at 7.00pm

The Parish Hall, 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 V Matthews, Cllr H Schneider and Cllr B Wilson (in part – see Item 1)  
Mrs G Whatley (Council's Admin Asst) was also present, as were Mr A Eyres (RCA President) and Mr I Young (NPSG Chair) in part.

## 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 Ms C Newman (Council's Facilities Officer), Cllr M Harvey and D Cllr M Johnson. Members also noted Cllr Wilson would be arriving later after a prior engagement in his capacity as a school governor.

### 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 10 January 2022, 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. OPEN FORUM – Limited to 15 minutes in total and a max 3 mins for each individual speaker

A resident of Woodberry Lane expressed grave concern at the continuing activities on one Comley Hill plot nearby, including noise from a generator and the machinery used to deliver waste to the site, together with the burning of said waste and resulting smoke. They were extremely disappointed with an EHDC officer's recent decision to close the case due to lack of evidence of fires, especially when they and others had been consistently reporting these occurrences over many months. Members shared the resident's frustration and confirmed the Parish Office was also aware of the issue, as was D Cllr Johnson. In answer to the resident's appeal as to where they might take the matter next, the Police and local MP were suggested.

Another resident commented on EHDC's previous view that there was no case to answer regarding some substantial gates to another plot. In answer to their question, members commented they were not aware of any local government authority ombudsman, only the authority's own complaint system.

### 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.

38344/002 ERECTION OF SINGLE STOREY DETACHED DWELLING ALONG WITH ASSOCIATED  
Now For Note ACCESS AND PARKING  
Only 18 Bowes Hill, Rowlands Castle, PO9 6BP

It was noted Cllrs Edwards and Stanley had reviewed the Application and circulated their report thereon. With the agreement of members, a response of NO OBJECTION had already been submitted before the deadline of 3 February but after the Agenda had been published.

SDNP/21/ SINGLE STOREY SIDE EXTENSIONS AND INCREASE AND ALTERATION OF ROOF  
06177/HOUS TO PROVIDE HABITABLE ACCOMMODATION, WITH INSERTION OF REAR AND  
FRONT DORMER WINDOWS AND CENTRAL FRONT GABLE FEATURE FOLLOWING  
DEMOLITION OF EXISTING GARAGE, WITH ASSOCIATED ALTERATIONS  
Idsworth Villa, Woodhouse Lane, Rowlands Castle, PO8 0AN

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Cllr Schneider outlined the Application in accordance with his and Cllr Wilson's review (circulated previously). Members noted the dwelling needed modernising to be a viable family home and was situated in a large and relatively secluded plot but the proposals represented a substantial increase, both in size and footprint. It was AGREED to defer commenting on the Application until the deadline of 14 February, pending the anticipated response from the agent and circulation of a further review to members thereon.

34354/003      Application for Consent for Works to Trees Subject to a Tree Preservation Order: T1 Ash -  
REDUCE CROWN HEIGHT BY 4M, LEAVING A CROWN HEIGHT OF 14M  
*2 The Drift, Rowlands Castle, PO9 6DG*

Cllrs Edwards and Matthews outlined the Application in accordance with their review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

30016/043      CONVERSION OF EXISTING TRIPLE GARAGE INTO ANNEXE WITH LINK EXTENSION  
For Note Only TO MAIN HOUSE AND NEW SEPARATE CAR PORT/GARAGE BUILDING  
*Oaklands House, 38 Oaklands Avenue, Rowlands Castle, PO9 3BQ*

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 17 January.

59585              SINGLE STOREY REAR EXTENSION ALONG WITH GARAGE CONVERSION  
For Note Only *14 Glen Dale, Rowlands Castle, PO9 6EP*

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 18 January.

21491/005      SINGLE STOREY REAR EXTENSION  
For Note Only *22 Castle Road, Rowlands Castle, PO9 6AS*

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 2 February.

34742/006      Application for Consent for Works to Trees Subject to a Tree Preservation Order: 1 OAK - FELL  
For Note Only *1 Nightingale Close, Rowlands Castle, PO9 6EU*

It was noted Cllr Ball had reviewed the Application which had subsequently been withdrawn on 27 January because EHDC had authorised the works under legislation relating to potential dangerous trees.

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

- Lack of advanced notification of recent temporary closure of B2149 nr Junction 3 of A3(M);
- No knowledge as to who recently planted trees on verge at junction of College Close and The Drift;
- Traffic Enforcement's promise to enforce no parking on double-yellow lines outside RC's Londis;
- Re-reporting of burning of waste on one Comley Hill Plot to EHDC (see Item 4);
- Efforts to provide disabled parking for the Church on The Green and reduce speeding in the area.

District Cllr Malcolm Johnson Members noted Cllr Johnson's report (circulated previously and a copy of which will be kept with these Minutes) on the following EHDC-related matters:

- Confirmation of the separation of EHDC and Havant Borough Council's back-office function and development of their own officer core to service future requirements;
- Confirmation of Gill Kneller as CEO of EHDC;
- Draft budget is to be put to Council soon and any increase to be kept to a minimum.

Following correspondence with the Clerk and Chairman, Cllr Johnson had also undertaken to:

- i) Continue to press EHDC officers to address activity on the aforementioned Comley Hill Plot;
- ii) Progress the clearing of litter along the B2149 after several complaints from residents.

It was also AGREED to:

- i) Query with both cllrs why cones were placed and then removed from 2 stretches of Finchdean Rd nr The Castle Inn, without the anticipated double-yellow lining (in accordance with a TRO) being undertaken;
- ii) Circulate guidance to residents in the vicinity of the Comley Hill Plots on how and what to report to EHDC and/or other related authorities on the issue high-lighted at Item 4 and above.

**Action: i) Cllr Donald to raise query for and ii) Clerk to draft guidance for approval prior to circulation**

Members also praised those residents who helped with regular litter-picking and other tasks for the Parish.

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

**a) Review of Costs of Signage to the Recreation Ground and its Facilities** – Further to discussions at the previous Council Mtg under Item 7c), members now noted EHDC Traffic Team's quote (circulated previously) for the agreed signage of £3,087.00 plus £926.25 in supervision and admin fees to "cover engineer's time, site visits, signage and plan designing, all relevant administrative work." It was unanimously RESOLVED to commission the signage, subject to the agreement of relevant land owners, in the expectation that the fees would be justified. It is understood the planning permission for such signage is not required.

**Action: Admin Asst to progress with necessary parties and commission signage accordingly**

**b) Request by Rowlands Castle Association (RCA) to use The Green for May Day Picnic & BBQ on 2 May 2022** – Members noted the RCA's request (circulated previously) in line with pre-Covid 19 years and its undertaking re appropriate insurance and risk assessment documentation. It was unanimously RESOLVED to GRANT the REQUEST, providing such documentation is in place prior to the event.

**Action: Clerk to inform RCA of granting of request and liaise over required documentation**

**c) Potential Project(s) to mark HM The Queen's Platinum Jubilee Year of 2022 incl Request for permission, in principle, to hold event on The Green** – Further to discussions at the previous Council Mtg under Item 10b), members noted the Clerk's Update (circulated previously). At the invitation of the Chairman, the RCA President addressed the Mtg and gave some outline plans for the Jubilee Weekend in early June including a mass Picnic on The Green on 5 June, displays of Parish history, the potential involvement of businesses and various local organisations and some suggested planting on The Green.

It was RESOLVED to permit/progress the following to commemorate the Jubilee:

- i) In principle, the holding of a mass Picnic on The Green, pending further details;
- ii) The planting of poppies around the Unknown Tommy Silhouette on The Green;
- iii) The planting of a small, non-permanent group of flowers at the north-western end of The Green;
- iv) Carving 2022 in the frame and installing a plaque featuring the official Jubilee logo in the new bus shelter;
- v) Cllr Edwards to investigate further the potential for an analemmatic sun-dial;
- vi) Cllr Schneider to investigate whether Finchdean residents would like a permanent feature for the Jubilee;

Members were mindful that The Green should remain as uncluttered as possible. There was some discussion about the feasibility of acquiring land off Woodberry Lane to create a woodland copse/reflective space/additional car parking for the village though as yet the land owner had not responded to enquiries and the issues with the proposed site were acknowledged. Cllr Donald undertook to investigate further.

**Action 1: Clerk to liaise with organisers of event and planting scheme for more details**

**Action 2: Clerk to liaise with woodsman re carving and organise Jubilee plaque, both for bus shelter**

**Action 3: Specified cllrs to make further investigations as appropriate**

*Cllr Wilson arrived at 7.45pm, part-way through Item 7 c)*

**d) Review of Bus Shelter and surrounding area incl Book Swap, Notices, BT Kiosk** – Members noted and thanked the Admin Asst for her Briefing (circulated previously), and noted the number of enquiries from residents regarding the Book Swap in particular. It was unanimously RESOLVED to:

- i) Maintain the bus shelter as a community meeting place without the Book Swap, which had been open to abuse in the past (see also 7 c) iv) above re dedication to Platinum Jubilee);
- ii) Investigate the purchase of a red telephone box to act as a community Book Swap instead, providing sufficient members of the community were available to maintain it;
- iii) Install a noticeboard in the shelter for a trial period with a sign that items will be removed regularly;
- iv) Revamp the existing BT kiosk with paint matching the Community noticeboard and new Village Lectern, and signage to draw attention to the defibrillator within.

**Action: Clerk and Admin Asst to pursue all the above**

**e) Convening of the Annual Parish Meeting (APM) on 25 April 2022** – It was AGREED to convene the APM (which is not a Meeting of the Parish Council) on 25 April in the Large Parish Hall with 2 topics on the Agenda - The Havant Thicket Reservoir (HTR) Development and an Update on RC's Neighbourhood Plan, the latter with the agreement of the Chair of the RC Neighbourhood Plan Steering Group.

**Action 1: Clerk to confirm Hall availability and publicise event nearer the time**

**Action 2: Cllr Stanley to liaise with Portsmouth Water re HTR Presentation**

**f) Acquisition of New/Replacement Speed Limit Reminders (SLRs)/Speed Indicator Devices (SIDs)** – Members noted the Clerk's Briefing (circulated previously). After some discussion, it was unanimously RESOLVED to:

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- i) Purchase 2 x mini SIDs from RCPC's existing supplier, Westcotec (a long-standing and respected manufacturer) with lithium batteries and, if available, data capture software, at a cost of £2,865 + VAT each (+ any additional charge for software).
  - ii) Apply to C Cllr's Community Grant for funding for one device and investigate S106 monies for the other.
- It was also AGREED to ask the Police whether they would be interested in the data and what evidence they might need to inform any speed enforcement patrols they might conduct.

**Action 1: Clerk to purchase items, submit funding Application and investigate S106 monies**

**Action 2: Clerk to liaise with Police over use of data**

**g) Proposed Motion by '20 is Plenty for Hampshire' in support of its Campaign for 20mph speed limits** – Members noted the background to the Campaign in Hampshire, following successful ones in other counties/part of the country. It was unanimously RESOLVED to pass the Resolution which comprises:

- i) Support for the '20 is Plenty for Hampshire' Campaign;
- ii) A call on Hampshire County Council to implement 20mph in Rowlands Castle and the surrounding areas;
- iii) Writing to Hampshire County Council to request that the county:
  - makes 20mph the default speed limit on streets throughout Hampshire in places where people live, work, shop, play or learn, leaving 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit;
  - allocates a ring-fenced amount from public health, sustainability and transport budgets to enable 20mph to be implemented county-wide within 5 years.

**Action: Clerk to progress matters accordingly including writing to HCC**

**h) Further Review of Council's Social Media Policy** – Further to discussions at the previous Council Mtg under Item 7 e), members noted the Clerk's draft updated Policy using 2 SLCC 2019 Model Examples, one for social media alone and another incorporating more general electronic communications as well. It was unanimously RESOLVED to adopt the draft with the latter, broader version though it was acknowledged some minor amendments to the Model may be necessary to suit Council's procedures

**Action: Clerk to finalise new Social Media & Electronic Communications Policy and publish**

## 8. 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	72.67	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	27.16	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	5,000.00	RC Parish Hall Mangmt Comm	Grant to compensate for loss of bkg revenue
IBT	110.00	Saunders Locksmiths	Emergency works to vandalised Pavilion door
IBT	105.00	Rowlands Castle URC	Hall Hire for RCPC and N'hood Plan Mtgs
IBT	690.00	Good Directions Ltd	50% balance 2 new benches for War Memorial
IBT	1,020.00	Externiture Ltd	Removal and disposal of previous Bus Shelter
IBT	5,220.00	Gabriel Langlands	Design and construction of new Bus Shelter
IBT	560.00	David Somma t/a Microsomma	MS Office upgrades for 2 x PCs + 2 x laptops
IBT	1,680.00	Titchfield Tree Services	Tree maintenance work in Rowlands Copse
IBT	33.80	Viking Payments	Parish Office consumables
IBT	500.00	Mike Hughes	Artwork design for new Village Lectern
IBT	189.00	Origin Amenity Solutions	Rec Ground consumables – white lining fluid
IBT	644.34	Broxap Ltd	New dual-option bin for Recreation Ground
IBT	831.88	Exterior Living Rooms Ltd	Hedge-cutting, Handyman & Lengthsman servs
IBT	106.09	Agilico Workplace Techs Ltd	Quarterly rental of copier/scanner/printer
DD	1.79	Rowlands Home Hardware	Parish Office consumables
IBT	47.94	Mrs G Whatley, Admin Asst	Reimbursement for Defibrillator consumables
IBTs	4,505.51	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
<b>Total</b>	<b>£21,568.19</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**

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A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	1,000.00	EHDC	Grant from D Cllr Community Fund for 2 x benches
IBT	6,320.00	EHDC	Release of S106 funds for pitch improvements to date
<b>C</b>	<b>£7,320.00</b>		

**b) Report on Council's Bank Accounts as at 31 January 2022, for acceptance** – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£95,698.23 ( <i>Reconciled balance of £88,390.33 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
100-day Notice Account	£55,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £119,701 including under-spends from 2019/20 and 2020/21 on specific projects and developers' contributions released to RCPC.	

**a) Review of Council's Banking Arrangements for Reserves, Restricted Funds etc** – Further to discussions at the previous Council Mtg under Item 9 e), members noted the Clerk's Briefing (circulated previously) and the provisions under the Financial Services Compensation Scheme.

It was unanimously RESOLVED to:

- i) Commit £15,000 of general reserves to a Cambridge & Counties 2-year Fixed Rate Bond at 1.5%;
- ii) If available, open an Investec 32-day Notice Account, currently paying 0.8%, and move funds from Cambridge & Counties Easy Access Savings Account. If not, leave funds in the latter.

**Action 1: Clerk to open Cambridge & Counties Bond**

**Action 2: Clerk to investigate Investec Account and proceed accordingly**

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office from January 2022** – The Parish Office's Summary (circulated previously) was noted and a copy will be held with these Minutes.

**b) Update from Rowlands Castle Neighbourhood Plan Steering Group** – Members noted the Update from Mr Young, the Chair of the Group, circulated previously and a copy of which will be kept with these Minutes. At the Chairman's invitation, Mr Young addressed the meeting. He thanked the Council for its continued support – financial and otherwise - for the Plan and commented that the issues of parking and speeding were regularly raised by residents though the Plan had limited powers to address these issues. The Chairman in turn thanked Mr Young and the rest of the Group for their continued hard work

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

**c) Report on Havant Thicket Reservoir incl Interim Stakeholder Group Mtg on 25 January 2022** – Cllr Stanley attended and reported there had been early discussions about water recycling and pipework thereon to the Reservoir, a possible separate planning application re pipework from Otterbourne and concern about wildlife corridors on the eastern side. RCPC's recommendations about the northern access had been noted but there was an issue with the footprint of the whole road, partly due to TPO'd trees on each side, and a fresh road design was due soon.

**d) SDNPA's Consultation on Self-Build and Custom Housebuilding Register** - Members noted the Consultation (circulated previously) and AGREED to respond in agreement with the proposals.

**Action: Clerk to send appropriate response to Consultation by deadline of 8 March**

**e) Attendance at HCC's postponed Parish & Town Council Event on 17 March 2022** – Cllr Matthews agreed to attend on-line.

**Action: Clerk to liaise with Cllr Matthews re attendance and information thereon**

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 7 February 2022** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

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**b) Closure of Train Service between Petersfield/Havant and Guildford 12 to 18 February 2022** – The planned closure for improvements/essential maintenance was noted and will be publicised on Grapevine.

**Action: Clerk to publicise closure on Grapevine and elsewhere**

**c) Temporary Road Closure around railway bridge at Dean Lane End from 13 February 2022** – This temporary closure was noted, as was the very recent notification of another on a small stretch of The Green in early March, and will be publicised on Grapevine and elsewhere.

**Action: Clerk to publicise closure on Grapevine and elsewhere**

## **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 appointment of a Hall Administrator (13), planning responses (5), planned closures (10 b and c), Comley Hill guidance (4 and 6), APM availability (7e), Bus Shelter dedication (7c), Rec Ground signage (7a), Book Swap and Noticeboard plans (7d) and purchase of SIDs (7f) would take priority, followed by 20 is Plenty Motion (7g), Banking arrangements (8c) and Social Media Policy (7h).

## **12. To pass a Resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press and 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.*

## **13. To Consider and Agree Action on the Appointment of a Parish Hall Administrator**

In line with the Interview Panel's recommendations, it was unanimously RESOLVED to APPOINT Anita King, subject to satisfactory references, confirmation of eligibility to work in the UK and a Basic DBS Check.

It was also RESOLVED to purchase a laptop for the role to facilitate flexible working, and ensure adequate IT security and back-up facilities, and to investigate a new email address for the Hall under the Council's domain name.

**Action: Clerk and Facilities Officer to liaise with Ms King accordingly, and progress IT requirements**

## **14. Date of Next Meeting – Monday 7 March 2022 in the Large Hall of the Parish Hall, Links Lane.**

*The Meeting ended at 9.45pm*

During the course of the Meeting (both part and whole) there were 3 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.