

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 07.03.22

Monday 7 March 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 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 for the whole mtg, as were C Cllr M Harvey, Mrs B Openshaw (Flag Master) and Mr I Young (NPSG Chair) in part.

MINUTES:

Taken by L Walker (Clerk to the Council)

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

Statement in support of Ukraine

The Chairman expressed the Council's support for the sovereign and democratic state of Ukraine and its condemnation of President Putin in ordering its invasion by Russian forces. The Chairman thanked Cllr Matthews for making a Ukrainian flag. With the agreement of the Flag Master, it was AGREED that the Union and Ukrainian flags would fly in solidarity from the flagpole on The Green every Thursday until further notice, to mark the invasion of Ukraine on Thursday 24 February 2022.

Action: Flag Master to fly Union and Ukrainian Flags every Thursday until further notice

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

Apologies for absence were received and agreed from Cllr J Edwards. Members also noted Cllr Wilson would be arriving later after a prior engagement in his capacity as a school governor. *Apologies for absence were received from D Cllr M Johnson after the 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 7 February 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.

At the request of C Cllr Harvey, and with the agreement of members present, the Chairman then varied the order of the Agenda.

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

County Cllr Marge Harvey gave a verbal report on the following HCC-related matters:

- Continuing efforts to provide parking for disabled people at the Church on The Green and reduce speeding in the area, and her understanding that vehicles can lawfully be parked on the verge outside the Church's Meeting Place,
 - HCC's current Leader will stand down in May but may become its Chairman, in which case she will remain as Vice-Chairman,
 - Continuing hazard of potholes on Redhill Road,
 - Frustration at lack of action by HCC officers to address reduction of bellmouth of Deerleap Lane
- She also expressed her pride in the continuing efforts of the community to help the people of Ukraine

4. To Decide whether to Agree to Proceed with the Draft Rowlands Castle Parish Neighbourhood Plan to Public Consultation (Regulation 14)

The Chairman welcomed the Chair of RC's Neighbourhood Plan Steering Group (NPSG), who updated members on the draft Plan (circulated previously, with an accompanying briefing) and next steps. The work of Cllrs Ball and Wilson on the NPSG was acknowledged and thanked. Members noted:

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- The Plan covers the whole of Rowlands Castle Parish, not just the village itself;
- Some minor changes to the draft Plan may be required but otherwise it was ready for public consultation;
- The need for more volunteers to assist the NPSG in preparing for said Consultation;
- The need for an appealing introductory explanation to help the community understand the purpose, need and benefits of the Plan.

It was unanimously RESOLVED that the draft Plan should proceed to Public Consultation. The Chairman expressed Council's gratitude to all NPSG members for their excellent work on the plan over the last 5 years.

Action: NPSG to progress matters, liaising with Clerk where necessary

Cllr Wilson arrived at 7.35pm, part-way through Item 4.

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 present 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.

59617 SINGLE STOREY REAR EXTENSION
61 Castle Road Rowlands Castle PO9 6AR

Cllr Moore outlined the Application in accordance with his and Cllr Stanley's review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

59561 SINGLE STOREY REAR EXTENSION
48 Woodlands Avenue Rowlands Castle PO9 6FA

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

56745/001 Application for Consent for Works to Trees Subject to a Preservation Order: T2 PINE – FELL
19 Oaklands Avenue, Rowlands Castle PO9 6BQ

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

23468/029 Notification of Receipt of a Planning Appeal: APP/M1710/W/21/3282381 against Refusal of Application to Determine if Prior Approval is Required for a Proposed Development – 15M MONOPOLE WITH 3 ANTENNAS, 2 DISH ANTENNAS, 2 CABINETS AND ASSOCIATED WORKS
Station Yard, Bowes Hill, Rowlands Castle

The Appeal was noted. At the invitation of the Chairman, a resident addressed Council regarding their continuing concerns with the proposed development and their support for EHDC's original refusal of the Application. In addition to Council's original comments on the Application, it was AGREED to submit further comments to the Planning Inspectorate against the Appeal.

SDNP/21/
06177/HOUS
For Note Only SINGLE STOREY SIDE EXTENSIONS AND INCREASE AND ALTERATION OF ROOF 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

It was noted Cllrs Schneider and Wilson had reviewed the Application and circulated their report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 17 January.

55917/001 Notification of Pre-Decision Amendment: SINGLE STOREY REAR EXTENSION AND CONVERSION OF OUTBUILDING TO FORM ANNEXE (Amended Plans Received 20.01.22 and Amended Description 03.02.22)
82 Durrants Road, Rowlands Castle, PO9 6BG

It was noted Council's Admin Asst had reviewed the Amendment and circulated the details thereon. With the agreement of members, it was decided to submit no further comments beyond those made by Council for the original Application.

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

It was noted Cllr Matthews had reviewed the Application and circulated her report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 22 February.

SDNP/21/06188 Planning Application and Listed Building Consent: REPLACEMENT PORCH FOLLOWING /HOUS and /LIS DEMOLITION OF EXISTING PORCH

For Note Only 3A Idsworth House Treadwheel Road Idsworth Rowlands Castle PO8 0AW

It was noted Cllr Schneider had reviewed the Applications and circulated his report thereon. With the agreement of members, a response of NO OBJECTION was submitted to both by the deadline of 7 March.

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

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

Members noted C Cllr Harvey's report earlier in the Meeting. No report had been received from D Cllr Johnson.

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

a) Review of Council's Multi-functioning Device (printer/copier/scanner) Provision – Members noted the Clerk's briefing (circulated previously) including quotes for 3 options from 2 potential providers, including Council's current one, for provision after the existing lease expires in late May. It was unanimously RESOLVED to commission MPP Digital to provide the specified Canon device in future, on a 5-year lease of £63.64 + VAT per quarter and A4 page copying charges of 0.49p each for mono (black and white) and 3.5p for colour +VAT, subject to approval of the company's most recent completed accounts in accordance with Council's Standing Order 77.

Action: Clerk to commission provision from MPP Digital, subject to supply and approval of accounts

b) Project(s) to mark HM The Queen's Platinum Jubilee in Finchdean (and Rowlands Castle village) – Members noted the Clerk's briefing on proposals for Finchdean, based on information from Cllr Schneider, together with the Admin Asst's update on plans to source a traditional red BT telephone kiosk for Deerleap Verge in Rowlands Castle to act as a Community Book Swap (both circulated previously), in accordance with discussion at the previous Council Mtg under Item 7 d). It was unanimously RESOLVED to:

i) Plant an oak on Finchdean Green, with a deer guard and dedication plaque, for an initial budget of £500 and subject to permission from the landowner;

ii) Establish whether the majority of the signage on Finchdean Green could be consolidated onto one black and white cast iron signpost (similar to those in the centre of Rowlands Castle) to include Jubilee insignia, and, if feasible, then agree a budget at the next Mtg and liaise with relevant parties such as SDNPA;

iii) Purchase a full-refurbished red BT kiosk for Deerleap Verge (nr Bus Shelter) to house the Book Swap facility, with a budget of up to £3,000 plus £1,000 for delivery, subject to any planning requirements and funding at least in part from local Community Grants.

Action 1: Clerk to seek permission of landowner and source tree accordingly

Action 2: Admin Asst to liaise with EHDC re feasibility and costs of consolidating signage

Action 3: Subject to Action 2, Clerk to include budget for said signage on Agenda for April Mtg

Action 4: Admin Asst to progress purchase of red BT kiosk in accordance with budget

Action 5: Clerk to seek EHDC's advice on planning then source funding + dedication plaque for kiosk

c) Request to use The Green in 2022 by:

- Local Royal British Legion to hold Short Ceremony for Armed Forces Day on 25 June
- Village Fair Committee to hold annual Village Fair on 2 July
- RC Scouts to hold Recruitment Event on date to be confirmed

Members noted the information of each request (circulated previously) and unanimously RESOLVED to GRANT them all, subject to provision of insurance and risk assessment documentation by each party.

Action: Clerk to inform each party of the granting of request and liaise over required documentation

d) Review of Council's Risk Assessment Documentation – Members reviewed the current documentation, noted the Clerk's updates thereon (circulated previously) and a few further amendments. It was unanimously RESOLVED to approve the updated Risk Register and Review of Internal Controls.

Action: Clerk to note for Annual Governance and Accountability Return

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e) **The Glover Landscape Review: Government Response and Consultation** – Members noted the Clerk’s collation of information to date (circulated previously, including East Hants Association of Parish & Town Councils (EHAP&TC) Briefing), that the Review would be discussed at the forthcoming SDNPA Workshop and EHAP&TC Mtg on 17 March and the deadline for responses was 9 April. It was AGREED that Council would consider its Response at its April Mtg for submission by the deadline.

Action: Cllrs to consider response and Clerk to include on April 2022 Agenda

f) **Proposed Joint Motion by Association of Democratic Services (ADSO) and Lawyers in Local Government (LLG)** – Members noted the background to the Motion (circulated previously) and that remote and hybrid meetings would facilitate greater diversity amongst councillors (for example, by allowing those with other commitments, disabilities etc that might hamper them being physically present at a Mtg to attend). It was unanimously RESOLVED to pass the Motion: *This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.*

Action: Clerk to progress matters accordingly including writing to Secretary of State

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

a) **February 2021 Schedule of Payments, for authorisation** – The Clerk stated the Schedule had yet to be produced due to heavy workload of Parish Office. *The Schedule was later circulated to all members, reviewed and confirmed by Cllr Wilson and authorised by 2 signatories.*

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	74.52	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	27.16	Vodafone Ltd	Monthly fee for Facilities Officer’s mobile
IBT	57.00	RCPHMC	Hall Hire for RCPH Mtgs
IBT	35.00	Rowlands Castle URC	Hall Hire for N’hood Plan Mtg
IBT	180.00	Keep Britain Tidy	New Banner for Rec re Dog Fouling
IBT	110.00	Waterlooville Windows Ltd	Replacement glass for vandalised Pavilion door
IBT	2,160.00	Titchfield Tree Services Ltd	Tree maintenance work to TPO’d trees
IBT	1,260.00	Southern Ground Care	2 nd phase of pitch improvements at Rec
IBT	247.50	John Slater Planning Ltd	N’hood Plan: Further expert advice
IBT	259.00	PortalPlanQuest Ltd	Planning Application fee for Parish Hall netting
IBT	75.00	B Aherne t/a Around to It	Repairs to Pavilion canopy after strong winds
PP	199.96	Sit-Stand.com	Sit-Stand desktop addition for Parish Office
IBT	1,305.30	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
DD	20.03	Rowlands Home Hardware	Parish Office, Hall and Rec consumables
IBT	30.00	Cllr F Ball	Cllr’s allowance for 2021/22
IBT	81.95	Cllr B Wilson	Reimbursement: HMLR searches for NPSG
IBT	32.06	Miss L Walker, Clerk	Reimbursement: DBS Check and NPSG cons
IBTs	4,648.51	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
Total	£11,026.00		

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	1,100.00	HCC	Lengthsman Scheme Grant for 2021/22
IBT	2,714.15	HMRC	VAT Repayment for October, November & December 2021
Cash	100.00	P Marshman	Donation towards future CPR/Defib Training Sessions
IBT	1,000.00	EHDC	Grant from D Cllr Community Grant Fund for Parish Hall
Total	£4,914.15		

Members expressed their thanks to Mr P Marshman for his generous donation towards future CPR and Defibrillator training.

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b) Report on Council's Bank Accounts as at 28 February 2022, for acceptance – The Clerk stated the Report had yet to be produced due to heavy workload. *The Report was later circulated to all members and noted accordingly.*

Account	Balance
Current	£86,051.91 (<i>Reconciled balance of £82,278.48 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 £121,414 including under-spends from 2019/20 and 2020/21 on specific projects and developers' contributions released to RCPC.	

10. MATTERS FOR DISCUSSION:

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

b) Following respective responses, review potential further correspondence with:

- EHDC/SDNPA re Planning Application re Land East of New Barn Farm Lane
- Network Rail Activity near Heberdens Farm
- Hampshire County Council re s106 Transport Contributions from Bellway Developments

Members considered previous correspondence on the above and AGREED to write to:

- i) EHDC and SDNPA expressing grave concern at the slow pace of decision on the Application re Land East of New Barn Farm Lane whilst the occupation of said site became more entrenched;
- ii) Network Rail about the persistent and long-term parking of heavy plant machinery in the layby by St Hubert's Church, contrary to the Highway Code, and damage thereon;
- iii) HCC as to its plans for the remaining £190,000 of S106 transport contributions, still as yet unspent.

Action: Clerk to draft further correspondence accordingly for approval prior to submission

11. MATTERS FOR INFORMATION:

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

b) Local Speedwatch Team's results from January and February 2022 – Members noted the results for January (circulated previously), a copy of which will be kept with these Minutes, and that February's results were awaited.

c) Report on EHDC's Update on its Design Policy on 9 February, following parish/town council input – Cllrs Donald and Wilson attended and copies of EHDC's presentation are available upon request.

d) Report on Land East of Horndean Development Panel Mtg on 28 February – Cllr Wilson attended. The Mtg had received an update from the developer, which was still hoping to submit a Reserved Matters Application shortly but had made no changes of any note to its Design Plan as a result of responses to the earlier Consultation, nor had it answered queries re the proposed school, stating it would be providing the land to HCC for it to decide on the educational provision.

e) Report on Havant Thicket Reservoir Community Advisory Group Mtg on 3 March – Cllr Stanley attended and a copy of his report will be kept with these Minutes.

f) Temporary Road Closure of Woodberry Lane w/c 14 March for repairs to carriageway – The planned closure for carriageway surface repairs in localised areas was noted.

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 financial papers (9), planning responses (6 especially re Appeal), MFD (8 a), Jubilee projects (8 b), requests for use of The Green (8 c), action related to Mtg motion (8 f) and respective responses (10 b) would take priority.

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- 13. 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 employment matters, where publicity might be prejudicial to the special nature of the business.**

It was unanimously RESOLVED to pass the Resolution and all remaining members of the public left the Mtg at this point.

Although the bulk of the discussion under Item 14 will remain the subject of a separate Confidential Note, the following is to be publicly minuted.

- 14. To Receive a Report on Employment Matters related to the Rowlands Castle Parish Neighbourhood Plan and Agree Action thereon**

It was unanimously RESOLVED to pay the Admin Asst in respect of additional hours necessarily worked as the Administrative Support to the NPSG, as work on the draft Neighbourhood Plan neared completion and the forthcoming public consultation stage (see Item 4).

Action: Clerk to add agreed sums to Admin Asst's March salary payment

- 15. Date of Next Meeting – Monday 4 April 2022 in the Large Hall of the Parish Hall, Links Lane.**

The Meeting ended at 9.25pm

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.