

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 04.04.22

Monday 4 April 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 I Moore, Cllr V Matthews and Cllr B Wilson  
Mrs G Whatley (Council's Admin Asst) was also present for the whole mtg, as were Ms L Walker (Council's Clerk) and D Cllr M Johnson in part.

## MINUTES:

Taken by G Whatley (Admin Asst) until arrival of L Walker (Clerk to the Council) who then took over from her.

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

Apologies for absence were received and agreed from Cllrs S Donald, J Edwards and H Schneider, and 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 7 March 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

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

### 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.

SDNP/22/  
00297/LIS Listed Building Consent: ALTERATIONS TO REAR ELEVATION, GROUND FLOOR AND FIRST FLOOR INTERNAL LAYOUT

*The Limes, Finchdean Road, Finchdean, PO8 0AU*

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

59650 PROPOSED REPLACEMENT SIDE ROOF DORMER AND CONVERSION FOR EXISTING GARAGE INTO HABITABLE SPACE

*10 Hazeldean Drive, Rowlands Castle, PO9 6DH*

Members noted Cllr Donald's review of the Application (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

32829/001 PROPOSED CHANGES TO INCLUDE REPLACEMENT DOUBLE GARAGE & SINGLE STOREY REAR EXTENSION TO REPLACE EXISTING CONSERVATORY

*8 Whichers Gate Road Rowlands Castle PO9 6BB*

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

59667 TWO STOREY SIDE EXTENSION, SINGLE STOREY REAR EXTENSION, RE-BUILD/PARTIALLY CONVERTED GARAGE AND EXTERNAL RENOVATION  
*6 Greatfield Way Rowlands Castle PO9 6AG*

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

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25951/005 VARIATION OF CONDITION 4 (APPROVED PLANS) OF APPLICATION 25951/004 TO REPLACE DRAWINGS PL003 (PROPOSED FLOOR AND ROOF PLANS REV A) AND ELEVATIONS REV A) WITH REVISED DRAWINGS PL016, PL017, PL018 AND PL019  
*82 Whichers Gate Road, Rowlands Castle, PO9 6BB*

Cllr Stanley outlined the Variation in light of his review of the original Application for which Council had no objection. It was unanimously RESOLVED to make NO OBJECTION to this Variation either.

Licensing New Application for Premises Licence under Licensing Act 2003  
034043 *The Bumblebee Cafe, 2 The Green, Rowlands Castle PO9 6BN*

The Application (circulated previously) for the Café to serve alcohol from 1pm to 4pm Tuesday to Sunday was noted. It was unanimously RESOLVED to make NO OBJECTION.

25858/019 Notification Of Intention To Carry Out Works To Trees Within A Conservation Area: T1-  
For Note Only CHERRY PLUM & T2-CHERRY - REDUCE CROWN HEIGHT BY 1.5M, LEAVING A CROWN HEIGHT OF 3.5M. REDUCE CROWN WIDTH BY 3M, LEAVING A CROWN WIDTH OF 3M.  
*14 The Green, Rowlands Castle, PO9 6BN*

It was noted Cllrs Ball and Wilson had reviewed the Application and their comments had been circulated thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 18 March.

27852/024 Notification of Intention to Carry Out Works to Trees Within a Conservation Area: T2 -  
For Note Only SYCAMORE & T3-ASH - REMOVE BRANCHES OVER CAR PARK (see marked photos)  
and and

27852/025 Application for Consent for Works to Trees Subject to a Tree Preservation Order: T1-YEW  
For Note Only REDUCE AWAY FROM BUILDING BY REMOVAL OF SUB-BRANCHES (>25MM) UP TO 1-1.5M FROM BUILDINGS BACK TO SUITABLE PRUNING POINTS (see marked photos)  
*Robin Hood, 26 The Green, Rowlands Castle, PO9 6AB*

It was noted Cllr Wilson had reviewed the 2 applications and circulated his review thereon, including reference to 2 previous Applications (27852/021 & /022) regarding the same trees but for different works. With the agreement of members, a response of NO OBJECTION to both Applications had been submitted by the deadlines of 17 and 25 March respectively, with the proviso that any works undertaken on trees T1, T2 and T3 must be in accordance with either planning applications /024 and /025, or /021 and /022.

50116/001 SINGLE STOREY EXTENSION TO THE REAR OF THE EXISTING GARAGE  
For Note Only *79 Redhill Road Rowlands Castle PO9 6DE*

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 23 March.

59234/001 DORMER ABOVE GARAGE  
For Note Only *97 Finchdean Road Rowlands Castle PO9 6EN*

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 24 March.

29461/007 PROPOSED ADJUSTMENT TO WINDOW AND DOOR PLACEMENT AND TO RENDER  
For Note Only AND STONE CLAD THE PROPERTY  
*The Cottage, 21 Bowes Hill, Rowlands Castle, PO9 6BP*

It was noted Cllr Stanley had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted shortly after the deadline of 24 March.

**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 written report, circulated previously and a copy of which will be kept with these Minutes, on the following HCC-related matters:

- Discussions to address issues re exiting properties in Rowlands Castle Road/Woodhouse Lane area;
  - Changes to road to provide additional disabled parking for Church on The Green;
  - Request to meet with HCC Officer re concern over plans for junction of Deerleap Lane and Redhill Rd.
- Members requested further information on plans for additional parking for the Church on The Green.

**Action: Clerk to liaise with Cllr Harvey to seek further information on plans**

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

- Progress to complete the administrative split with HBC, including allocation of key officers;
- Search for alternative location to Penns Place which is no longer considered viable;
- Moderate increase (2%) in EHDC portion of Council Tax for 2022/23;
- 2022/23 Community Grants Scheme now open for on-line applications;

Cllr Johnson declared he would not be standing for re-election in 2023 and would be open to speaking to anyone who would like to stand instead.

Members expressed concern about the following, *with Cllr Johnson's response in italics:*

- i) Staffing levels in Planning and Enforcement Depts, including vacancies at senior level – *A budget increase will enable recruitment of additional staff to help clear backlog of enforcement cases;*
- ii) Planning enforcement at 16b The Green now that Appeals were unsuccessful – *Enforcement measures are proceeding;*
- iii) Litter on B2149 – *Having previously report this, a chasing email will be sent to get it cleared;*
- iv) Long-promised link between Oaklands Avenue and B'way 24 – *Still with EHDC's Legal Dept;*
- v) Continued burning of waste on Comley Hill Plot – *Frustration at lack of action by Environment Agency.*

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

- a) **Consider and Finalise Arrangements for the Annual Parish Meeting (APM) on 25 April 2022** – Members noted the Clerk's draft Agenda (circulated previously) and AGREED various amendments to enable the Mtg to focus on the 2 main topics – Havant Thicket Reservoir and RC's Parish Neighbourhood Plan - with a break for refreshments in between.

**Action: Clerk to finalise and publish Agenda as widely as possible**

b) **Response to:**

- **Government's Consultation on the Glover Landscape Review** – Members noted Cllrs Ball and Schneider's comments on events they had attended on the matter, together with a reminder of the Clerk's collation of information to date (all circulated previously). It was AGREED Cllr Ball would respond to the Consultation (in the form of an on-line questionnaire) on Council's behalf, incorporating all comments to date.
- **Ofwat's Consultation on Funding Southern Water's Effluent Recycling Plan** – Members noted and AGREED Cllr Stanley's draft response to the Consultation (circulated previously) incorporating other cllrs' comments and copied to the local MP and Environment Agency, together with a covering email.

**Action: Cllr Ball to respond to Govt Consultation questionnaire**

**Action 2: If possible, publish a collation of RCPC's comments to above on RCPC website**

**Action 3: Clerk to submit response to Ofwat Consultation and publish on RCPC's website**

- c) **Update on Signage to the Recreation Ground and its Facilities** – Further to discussions at Council's Mtg on 10 January 2022, members noted the Admin Asst's update (circulated previously) and unanimously RESOLVED that additional signage to the Ground be provided at the north-western corner of The Green at the junction of The Green with Links Lane, preferably affixed to an existing lamp-post (subject to SSE's agreement) or failing that to a new post.

**Action: Admin Asst to progress signage with relevant EHDC Traffic Engineer**

- d) **Request by St John's Church to use The Green for Erection of Cross over Easter** – Members noted the Church's request (circulated previously). It was unanimously RESOLVED to grant permission, subject to the provision of appropriate insurance and risk assessment documentation, and that the Cross was erected on or after Maundy Thursday 14 April and removed by 19 April 2022.

**Action: Clerk to inform the Church of Council's decision**

- e) **As Sole Trustee to a CIO: Ratification of Fees for Football Clubs for 2022/23 Season** – It was unanimously RESOLVED to ratify the decision to set the fees in accordance with the Facilities Officer's recommendations.

**Action: Facilities Officer to liaise with both Clubs accordingly**

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

- a) **March 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) which was then signed at the Mtg by the 2 signatories present.

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

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Method	Amount £	Payee	Reason
DD	223.01	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	81.80	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	27.16	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	28.50	RCPHMC	Hall Hire for RCPC Mtg
IBT	35.00	Rowlands Castle URC	Hall Hire for N'hood Plan Mtg
PP	199.96	Sit-Stand.com	Sit-Stand desktop addition for Parish Office
IBT	75.56	Viking Payments	Office equipment + noticeboard for Bus Shelter
IBT	30.00	Voxit Ltd	Amendments to RCPC website
IBT	716.88	Sapling Arboriculture	Tree Condition Survey of Rowlands Copse
IBT	618.50	David Somma t/a Microsomma	Refurbishment laptop for Parish Hall Admin
IBT	95.00	David Somma t/a Microsomma	Managed Cloud Anti-virus Renewals
IBT	1,093.54	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
DD	2.68	Rowlands Home Hardware	Parish Office and Rec Ground consumables
IBT	42.00	Cllr B Wilson	Reimbursement: HMLR searches for NPSG
IBT	27.70	Miss L Walker, Clerk	Reimbursement: Postage and DBS Check
IBTs	5,101.55	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
<b>Total</b>	<b>£8,398.84</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**

A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	0.27	Google	Google Pay Trial Payment
IBT	1,050.00	EHDC	Further Release of s106 Funds for pitch improvements to date
<b>Total</b>	<b>£1,050.27</b>		

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

Account	Balance
Current	£76,074.86 <i>(Reconciled balance of £74,930.91 after accounting for payments not yet made and 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 £121,185 including under-spends from 2020/21 and 2021/22 on specific projects and developers' contributions released to RCPC.	

**c) Review of Budgeted and Actual Payments and Receipts to year ended 31 March 2022** – Members noted and ACCEPTED the Clerk's Review (circulated previously).

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

**d) Review of Council's Asset Register to year ended 31 March 2022** – Members noted the following since the last Review in January 2022: Additions of new Bus Shelter (incl noticeboard), 2 Sit-stand desk additions for Parish Office and Refurbished laptop for new Parish Hall Administrator. Replacement of rusted old bin and anti-dog-fouling banner at Recreation Ground with new Double-bin and banner, 2 old benches at the War Memorial with 2 new ones. Railings around the Pavilion remain 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 Cllr's Allowance and Travel Expenses for 2022/23** – Members noted provision in the budget to increase the cllr's allowance. It was unanimously RESOLVED to:

- Increase cllr's allowance from £30 to £40, payable upon receipt of evidence of expenditure within the year
- Maintain the travel expenses mileage rate at 45ppm for cllrs and staff.

**Action: Clerk to maintain records accordingly**

**f) Grant Application from East Hants Citizens Advice Bureau** – Members noted the Application from East Hants CAB (circulated previously) and the budgeted funds available including under-spend from 2021/22. In accordance with the Council's powers, it was unanimously RESOLVED to award the requested

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grant of £250, plus an additional sum of £250 from the aforementioned under-spend, in recognition of the likely continued importance of and need for the organisation's services as the cost of living increases.

**Action: Clerk to inform organisation of decision and include in April Payment Schedule**

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office from March 2022** – The Parish Office's Summary (circulated previously) was noted and a copy will be held with these Minutes. It was AGREED to request details from the police of the owner of the car which was witnessed to have damaged a post at the Recreation Ground.

**Action: Facilities Officer to liaise with police to obtain details**

**b) HCC's Proposals to narrow the Bellmouth at junction of Deerleap Lane and Redhill Road** – Members noted the long-promised proposals (circulated previously) and that they were still insufficient to mitigate the pedestrian safety issue. It was AGREED to continue to press HCC for a meeting on-site to progress matters.

**Action: Cllr Stanley to lobby HCC officer for on-site meeting**

**c) Future EHDC Briefing on Community Infrastructure Levy and s106 Contributions** – Members noted that an EHDC officer had now offered to provide a briefing in May 2022. It was AGREED to secure a suitable date when the Clerk and as many cllrs as possible could attend.

**Action: Clerk to seek suggested dates from relevant EHDC Officer**

**d) Review of Council's Workload and Priorities** – Members noted the particularly high workload on both officers and councillors at present, in common with other parish and town councils in the area. Whilst most cllrs were able to manage their workload, it was acknowledged that additional staffing and/or outsourcing of some elements of the Council's work might be necessary for the Parish Office. It may also be necessary for cllrs to prioritise what should or should not be done if high workloads continue.

**Action: Clerk and cllrs to consider/monitor in light of workloads**

**e) Vintage Bicycle Event – Eroica Britannia – passing through Parish on 7 August 2022** – Members noted details of the event (circulated previously) which was not a race and would not involve road closures. It would pass through a small section of the Parish before looping back into West Sussex. It was AGREED to make no further comment other than to wish the organisers well for the event.

**Action: Clerk to liaise with organisers accordingly**

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 4 April 2022** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

**b) Update on Planting Scheme for Whichers Gate Common** – At the invitation of the Chairman, the resident leading the project reported that, having obtained permission for the landowner, Portsmouth City Council, she then sought advice on the planting scheme from a number of professional sources. In March 2022, a commendable group of residents planted 120 young trees from various sources on the Common, with 80% anticipated to survive. Members congratulated her on the success of the project to date.

**c) Report on Society of Local Council Clerks, Hampshire Branch, Mtg on 14 March** – Deferred.

**d) Report on South Downs National Park Authority Parish Workshop on 16 March** – Cllr Schneider attended this workshop, which focussed on the Glover Landscape Review (see Item 7b), and a copy of his report (circulated previously) will be kept with these Minutes.

**e) Report on joint Community Rail Partnerships (CRPs) Mtg on 17 March** – Cllr Stanley attended this meeting, which focussed on the amalgamation of the East Hants CRP with the Surrey Hills to South Downs CRP, and a copy of the Minutes of the Mtg are available upon request.

**f) Report on Hampshire County Council Parish & Town Council Event on 17 March** – Cllr Matthews attended and a copy of her report (circulated previously) will be kept with these Minutes.

**g) Report on East Hampshire Association of Parish & Town Councils Mtg on 17 March** – Cllr Ball attended and a copy of his report (circulated previously, including particular focus on the Glover Review – see Item 7b) will be kept with these Minutes.

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**h) Report on Southern Parishes Place-making Strategy Group Mtg on 23 March** – Cllr Stanley attended and a copy of the Minutes of the Mtg are available upon request, subject to permission from EHDC.

**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 planning responses (5), St John's Church request (7d) Responses to Consultations (7b), publicity of APM (7a), Signage (7c), CIL/S106 Briefing (9c) and Vehicle Details (9a) and would take priority.

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

It was unanimously RESOLVED to pass the Resolution though no members of the public remained at the Mtg at this point.

*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 Receive a Report on Employment Matters related to the Parish Hall and Agree Action thereon**

It was unanimously RESOLVED to pay the Parish Hall's Administrative Officer in respect of additional hours necessarily worked in February and March in her new role. It was also RESOLVED in principle to pay her forecast additional hours in April and May, subject to the agreement of Cllr Ball and the Clerk.

**Action 1: Clerk to add agreed sums to Hall Administrator's April salary payment**

**Action 2: Clerk to liaise with Hall Administrator and Cllr Ball over specified forecast additional hours**

**14. Date of Next Meeting** – Monday 9 May 2022 in the Church on The Green Venue confirmed since Mtg.

*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.