

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.05.22

Monday 9 May 2022 at 7.40pm (immediately after the Annual Meeting of Council)

The Meeting Place, Church on The Green, Rowlands Castle PO9 6AB

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

PRESENT:

Cllr C Stanley (Chairman), Cllr F Ball, Cllr J Edwards, Cllr I Moore, Cllr B Wilson and Cllr V Matthews in part (see Item 1).

D Cllr M Johnson, plus Mr A Eyres as co-organiser of the Platinum Jubilee Street Party on The Green, were also present in part.

MINUTES:

Taken by Ms 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 and agreed from Cllrs S Donald and H Schneider. Members also noted Cllr Matthews would be arriving later due to a prior commitment. Apologies were also received from 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 4 April 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. To Consider an Application from a Candidate for the Vacancy for Rowlands Castle Ward on the Council and Vote on the Co-option of said Candidate

Members noted the process detailed in Council's Policy on Co-option of Councillors had been followed during the progress of this Application (circulated previously). It was unanimously RESOLVED to co-opt the candidate, Yvonne Haggard, to the Council to represent Rowlands Castle Ward.

Action: Clerk to liaise with Cllr Haggard and provide relevant forms and Background info

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 though the recent publication by a local historian and archivist of a pamphlet on Rowlands Castle was noted.

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.

With the agreement of members present, the Chairman then varied the order of this Item

59651 TWO STOREY SIDE EXTENSION, SINGLE STOREY REAR AND FRONT EXTENSION AND NEW TILE HANGING AND ALTERATIONS
14 Wellsworth Lane, Rowlands Castle, PO9 6BY

Members noted Cllr Matthews's review of the Application (circulated previously). At the invitation of the Chairman, the applicant addressed the meeting briefly. It was unanimously RESOLVED to make NO OBJECTION.

53322/007 DEVELOPMENT OF 61 DWELLINGS, WITH ASSOCIATED PRIVATE AND COMMUNAL AMENITY SPACE, GARAGES, PARKING, INTERNAL ROADS, PATHWAYS, SUSTAINABLE URBAN DRAINAGE, LANDSCAPING AND ASSOCIATED WORKS
Land North of Bartons Road, Rowlands Castle, Havant

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.05.22

Cllr Wilson outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to OBJECT on the grounds of the 16 separate issues detailed by Cllr Wilson in his review. Members expressed disappointment that Council's response to a 2021 consultation concerning the site did not appear to have been taken into account by the applicant. D Cllr Johnson also stated he had requested EHDC's Planning Committee conduct a visit to the site prior to deciding the application.

SDNP/22/ 01169/HOUS NEW EXTENSIONS TO THE SIDE AND REAR, ALTERATIONS TO THE ROOF AND FRONT OF HOUSE FOLLOWING DEMOLITION OF EXISTING GARAGE, CAR PORT, REAR LIVING ROOM AND SIDE HALLWAY
Sunnybank, Magpie Road, Rowlands Castle, PO8 0AS

Members noted Cllr Schneider's review of the Application (circulated previously). It was unanimously RESOLVED to OBJECT on the grounds that the extensive amount of glass and skylights contravened SDNPA's Planning Policy SD8 on Dark Night Skies by providing a source of light pollution with no clear means of prevention. It was requested that any permission granted include a condition requiring the proposals to meet the stipulations of the aforementioned Policy. It was also noted that no reference to a Biodiversity Checklist had been included with the application even though the proposals involved opening up the void of the loft-space into the living area.

Cllr Matthews arrived at 8.15pm, after the consideration of the above Application

27676/005 Application for Consent for Works to Trees Subject to a Tree Preservation Order: T1 LIME -
For Note Only REDUCE CROWN HEIGHT BY 10M, LEAVING A CROWN HEIGHT OF 10M. REDUCE CROWN WIDTH BY 10M, LEAVING A CROWN WIDTH OF 10M
101 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 26 April.

SDNP/22/ 00072/HOUS REPLACE AND EXTEND WORKSHOP/SHED TO SIDE
For Note Only *25 Ashcroft Lane Finchdean PO8 0AX*

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 15 April.

33662/002 INFILL EXTENSION TO THE REAR OF THE BUNGALOW TO PROVIDE ADDITIONAL
For Note Only ROOMS IN THE ROOF ALONG WITH ALTERATIONS TO THE INTERNAL LAYOUT OF THE PROPERTY
39 Finchdean Road Rowlands Castle PO9 6DA

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 3 May.

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:

County Cllr Marge Harvey was not present and no report specific to this Meeting had been sent in her absence, though she had drawn Council's attention to her report for the Annual Parish Meeting on 25 April, a copy of which will be kept with these Minutes.

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

- Details of planned liaison with other authorities to tackle persistent issues with various Comley Hill Plots,
- Praise for specific EHDC Officer who is due to leave soon.

In response to queries raised by residents, members and the Clerk, Cllr Johnson undertook to:

- i) Explore whether public bins could be placed on or near B'way 24, especially given its increased use with the new development;
- ii) Seek an update on planning enforcement regarding 16b The Green;

He referred Cllr Stanley to C Cllr Harvey re concerns over keeping the Emergency Access between Nightingale Cl and Kingfisher Close clear and the Clerk undertook to check Council's Tree Condition Survey (TCS) over recommendations for works to tree bordering the Access.

Action 1: D Cllr Johnson to investigate specified matters

Action 2: Cllr Stanley to liaise with C Cllr Harvey and Clerk to check TCS recommendations

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.05.22

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

a) Update on Project(s) to mark HM The Queen's Platinum Jubilee, including dedication of new Bus Shelter:

Bus Shelter Further to Council's decision at its Meeting on 7 February 2022, members noted the Clerk's subsequent queries following discussion amongst cllrs. It was AGREED to progress the original plans and commission Gabriel Langlands, who built the shelter, to carve 2022 in roman numerals on the shelter at an estimated cost of £250, and install an official Jubilee plaque inside.

Action: Clerk to progress carving and plaque installation

Sun-dial Cllr Edwards reported on the likely cost, lack of response from potential contractors and difficulties sourcing a suitable location. It was AGREED to abandon these plans though members thanked Cllr Edwards for his endeavours.

Traditional BT Kiosk for Book Swap Order has been placed, reservation fee paid and timeframe for delivery awaited.

Consolidation of Signage at Finchdean The Admin Asst is meeting an HCC officer on 17 May to investigate possible options available.

Street Party on The Green on 5 June At the invitation of the Chairman, the co-organiser gave a summary of progress to date including likely funding from C Cllr Harvey from HCC funds allocated for celebrations and plans to insure the event through RC Heritage Centre's policy. Members expressed their thanks to the organisers for their efforts to date.

Cllr Edwards left the Meeting at 8.55pm, after Item 8 a), due to a prior commitment

b) **Informal Contract with Jan Halliwell/ELR to provide Handyman Services to Council** – It was unanimously AGREED to continue Council's informal arrangements with Jan/ELR for the provision of handyman services, on the understanding that Council be advised of approaches by any others offering a similar service.

Action: Clerk to liaise with ELR and inform Council of any future offers, should they arise

c) **As Sole Trustee to a CIO: Review of draft Tennis Club Lease, if available** – Members noted the recently-received draft Lease. It was RESOLVED to APPROVE the Lease, subject to final review by the Clerk and Council's solicitor.

Action: Clerk to review Lease and liaise with solicitor and RC Tennis Club thereon

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

a) **April 2021 Schedule of Payments, for authorisation** – Cllr Moore 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 2 signatories.

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

Method	Amount £	Payee	Reason
DD	245.81	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	90.05	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	62.70	RCPHMC	Hall Hire for RCPC and N'hood Plan Mtgs
IBT	500.00	Citizens Advice East Hants	Grant for running costs incl cost of living crisis
IBT	127.20	Christie Intruder Alarms Ltd	Inspecting lock on vandalised WC at Pavilion
IBT	93.08	Agilico Workplace Techs Ltd	Quarterly MFD costs and maintenance
IBT	2,520.00	R J Winnicott Ltd	Office rental + cleaning 1 April to 31 Sept 2022
IBT	450.00	Prospect Gas Ltd	Installing water fountain + repairing WC at Rec
IBT	28.80	Hampshire Flag Company Ltd	Replacement halyard for Flagpole on Green
IBT	50.00	South Central Ambulance Charity	Donation for CPR Training at Finchdean
IBT	4,555.20	HAGS-SMP Ltd	Repair and refurbishment of Aerial Cableway
IBT	98.40	G B Sport & Leisure UK Ltd	Replacement seat unit for Aerial Cableway
IBT	250.00	X2 Connect Ltd	Reservation Fee for traditional telephone box
IBT	95.00	Saunders Locksmiths	Emergency works to broken window at Pavilion
IBT	5,628.00	Southern Ground Care	3 rd phase of pitch improvements at Rec Ground
IBT	155.00	David Somma t/a Microsomma	Remote support and anti-virus renewals
DD	20.99	Rowlands Home Hardware	Office, APM, Defib and Rec consumables
IBT	1,002.44	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.05.22

IBT	12.58	Mrs M Dombey for RCA	Reimbursement: Litter Pick consumables
IBT	30.80	Mrs E Longman	Catering for Annual Parish Mtg on 25 April
Chq	81.56	Mr J Ainsworth	Reimbursement for Flagpole repair items
IBT	16.00	Cllr C Stanley	Part-payment of Cllr's Allowance for 2022/23
IBT	18.00	Ms C Newman, Facilities Officer	Reimbursement: Perspex for Pavilion n'board
IBT	221.91	Miss L Walker, Clerk	Reimbursement: Payroll software, APM + gifts
IBTs	5,022.35	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
Total	£21,405.22		

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	57,184.00	EHDC	1 st of 2 instalments of 2022/23 Precept Payment
IBT	1,694.31	HMRC	VAT Repayment from January, February & March 2022
Total	£58,878.31		

b) Report on Council's Bank Accounts as at 30 April 2022, for acceptance – The Clerk stated the Report had yet to be produced, due to an issue during the reconciliation process, and it would be circulated to all members once the issue had been resolved.

Action: Clerk to circulate Report once issue resolved

c) Contribution to RC Platinum Jubilee Celebrations on The Green on 5 June – Further to discussions under Item 8 a), members noted the organisers report that whilst the majority of funding would be sourced via C Cllr Harvey, there may be some as yet unspecified expenses nearer the event for which additional funding may be required. It was unanimously RESOLVED to ring-fence £200 to support the celebrations by reimbursing expenses upon proof of payment.

Action: Clerk to ring-fence funds and reimburse accordingly

d) Renewal of Subscription for Campaign for the Protection of Rural England (CPRE) – It was unanimously RESOLVED to renew the subscription of £50.

Action: Clerk to include in May Payment Schedule

e) Review of Restricted Funds, in particular those originally allocated for Bus Shelter – The Clerk stated there had been a confusion in 2021/22 over the use of £5,000 originally ring-fenced for the new bus shelter then no longer needed when developer contributions were obtained to pay for it instead. It was unanimously RESOLVED that the aforementioned funds would be reallocated as originally intended ie to the recent substantive repairs to the aerial cableway, with a further £5,000 allocated from Council's unrestricted reserves in 2022/23 for the planned CCTV at the Recreation Ground.

Action: Clerk to update Restricted Reserves Plan accordingly

10. MATTERS FOR DISCUSSION:

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

b) Update on HCC's Proposals to narrow the Bellmouth at junction of Deerleap Lane and Redhill Road – Members noted Cllr Stanley's report that a planned on-site meeting with HCC officers had been postponed due to elections elsewhere in the county and he awaited alternative dates for the said meeting.

Action: Cllr Stanley to liaise with HCC officers and C Cllr accordingly

c) Request for 40mph/30mph limit through Old Idsworth near St Hubert's Church – Members noted a resident's report of incidents of speeding along the narrow, rural roads in this area which is popular with visitors (including walkers and cyclists), and her request for the imposition of a speed limit on the roads. It was AGREED to push for a speed limit on the roads in question and liaise with the relevant HCC officer.

Action: Clerk to contact relevant HCC Officer

d) Local Speedwatch Team's Results from February, March and April 2022 – Members noted the results for the 3 months (circulated previously), copies of which will be kept with these Minutes.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.05.22

11. MATTERS FOR INFORMATION:

- a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 9 May 2022** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.
- b) **Report on Society of Local Council Clerks, Hampshire Branch, Mtg on 14 March** – The Clerk attended and a copy of the Minutes is available upon request.
- c) **Report following tour of the Budds Farm Wastewater Treatment Plant on 7 April** – Cllr Stanley attended and members noted his oral report, details of which are available upon request.
- d) **Report Havant Thicket Reservoir Interim Stakeholder Mtg on 12 April** – Cllr Stanley attended and members noted his oral report, details of which are available upon request.
- e) **Report on Aesthetic Improvements to RC Station Mtg on 27 April** – The Clerk attended and members noted the copy of her report (circulated previously) concerning container planting and possible artwork for the Station.
- f) **Note of response to Road Closure Application from Village Fair Committee** – Details of the Application for the usual Road Closure Order for the Fair, this year on 2 July, had been received with a deadline for comments of 21 April. With members' agreement, no objections had been made and the Order had subsequently been issued.

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 planning responses (6), info for new councillor (4), Bank Account Report (9b), draft Lease (8c), Dedication of Bus Shelter (8a) and Request for speed limit (10c) would take priority.

13. Date of Next Meeting – Monday 13 June 2022 in the Church on The Green

The Meeting ended at 9.30pm

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.