

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 13.06.22

Monday 13 June 2022 at 7.00pm

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 S Donald, Cllr Y Haggard, Cllr I Moore, Cllr H Schneider and Cllr B Wilson
Mr M Ridge (for Item 7d) and Mr I Young, NPSG Chair (Item 9c), were also present in part.

MINUTES:

Taken by Ms L Walker (Clerk to the Council).

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

New Councillor The Chairman welcomed Cllr Haggard to her first Mtg as a parish cllr.

Jubilee Street Party The Chairman commended the organisers of the Street Party on The Green on 5 June in honour of The Queen's Platinum Jubilee for their hard work in staging such a successful community event. It was noted Thank You letters had already been sent to the 2 main organisers.

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

Apologies for absence were received and agreed from Cllrs F Ball, J Edwards and V Matthews. Apologies were also received from C Cllr M Harvey. *D Cllr M Johnson's apologies were received 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 Annual Meeting of Council and Previous Council Meeting, both on 9 May 2022, together with a Written Update on the Progress of Resolutions from Meetings

The minutes of both Meetings (both circulated previously) were unanimously CONFIRMED as accurate records of the respective meetings and were both 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.

57837/001 CHANGE OF USE FROM AGRICULTURAL TO EQUESTRIAN AND CONSTRUCTION OF A MENAGE, HARDSTANDING AND FENCING
Lot 12 Comley Hill, Rowlands Castle

Members noted the Admin Asst's review of the Application (circulated previously) and that the Application was a re-submission of a permitted Application, to which Council had no objection and that had since expired. It was RESOLVED by a majority of 5 For and 1 Abstention to make NO OBJECTION.

51135 Application for Consent for Works to Trees Subject to Tree Preservation Order - 5 x OAKS T1, T2, T3, T4, T5 – FELL
42 Mallard Road, Rowlands Castle PO9 6HN

Members noted Cllr Ball's review (circulated previously). It was unanimously RESOLVED to OBJECT on the grounds that the trees were mature, healthy and not considered diseased, dead or dangerous in any way. They had been in situ for many years and there was no good reason to fell them.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 13.06.22

SDNP/20/
05205/FUL RETROSPECTIVE APPLICATION FOR THE CONSTRUCTION OF HARD SURFACING TO FORM A TRACK BETWEEN EXISTING ACCESS AND AGRICULTURAL BARN (BARN APPROVED UNDER SDNP/19/03310/APNB (Amended Scheme Received 31.03.2022)

and
SDNP/22/
02122/FUL CHANGE OF USE OF LAND AND PART OF BARN, FROM AGRICULTURAL USE TO EQUESTRIAN USE INCLUDING RETROSPECT ALTERATIONS TO MATERIALS OF BARN AND ACCESS TRACK

Land between Woodhouse Lane and Boyes Lane, Rowlands Castle

Members noted Cllr Donald's review of the Applications (circulated previously) and Cllr Schneider's subsequent comments.

05205 It was noted that further hard-surfacing materials had been added to the track since the original retrospective Application had been submitted. It was unanimously RESOLVED to OBJECT on the same grounds as those in Council's response of 11 March 2021 to the original Application, given these subsequent amendments only appear to concern the accompanying plans.

02122 It was noted there had been multiple infringements of planning requirements and permissions on this land. An Application for temporary Change of Use had been made during the pandemic due to restrictions but these have now passed. It was unanimously RESOLVED to OBJECT on the grounds the proposals continue to contravene previously specified SDNPA Policies SD1 3b, SD4 b, SD5 a and SD39 a, b and several additional ones and that there appear to be multiple planning compliance issues on the site.

58876/002 THE CONVERSION OF THE EXISTING ROOF SPACE, CONSTRUCTION OF NEW FRONT AND REAR DORMERS, AND ALL ASSOCIATED WORKS
2b Links Lane, Rowlands Castle PO9 6AD

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

57337/001 GARAGE CONVERSION WITH NEW WINDOW TO THE FRONT IN LIEU OF GARAGE DORMER AND NEW ELECTRONIC GATES TO DRIVE ENTRANCE
9 Links Lane, Rowlands Castle PO9 6AD

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

59617/001 DROPPED CURB
For Note Only *61 Castle Road, Rowlands Castle PO9 6AR*

It was noted a response of NO OBJECTION had been submitted just after the deadline of 1 June.

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:

- The success of the Jubilee Street Party (see top of Page 1), mainly funded from her councillor grant;
- Progress on proposals to 'square off' the junction of Redhill Rd and Links Lane to slow traffic and facilitate 2 disabled parking spaces near the Church on The Green;
- The sizeable funds held for potential works around the Parish (*a breakdown of which is awaited*) and the need for RCPC to be involved in deciding spending priorities;
- Her continued concern for the poor road surface on Bowes Hill in light of other roads being resurfaced.

District Cllr Malcolm Johnson Cllr Johnson was not present and no report had been sent in his absence. *Cllr Johnson provided a report after the Mtg, a copy of which will be kept with these Minutes. It included reference to the following EHDC-related matters:*

- *Appointment of various senior officers following the separation from Havant Borough Council;*
- *Plans to move to new HQ in Bedford Rd, Petersfield and create multi-sports hub on Penns Place site;*
- *Re-start of Local Plan process following changes from central Govt and measures to avoid speculative development in the meantime;*
- *Enforcement action on 2 of the Comley Hill Plots,*

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 13.06.22

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

a) Review of Committee Membership, Roles and Responsibilities now Vacancy filled - Members noted the current List (circulated previously) including vacancies thereon. It was unanimously RESOLVED that, following the co-option of Cllr Haggard, she would join the Staffing & Remuneration Committee and also become an RCPC representative on the Parish Hall Management Committee. It was AGREED that Cllrs Ball, Haggard, Matthews and Moore would liaise to agree which geographical areas of the Parish they would each lead on.

Action 1: Clerk to amend and circulate Membership List, and include details on website
Action 2: Specified cllrs to liaise re geographical areas and inform Clerk of arrangements

b) Review of Council's Complaint Handling Procedure – Members noted the current Procedure (circulated previously and available on Council's website). It was unanimously RESOLVED that no changes were necessary, subject to any updates to NALC's LTN 9E Appendix 1 upon which Council's Procedure is based.

Action: Clerk to check LTN and bring any updates/amendments to Council's attention for review

c) Update on Signage for Recreation Ground and Consolidation of Signage at Finchdean – Further to discussions at Council's Mtgs on 7 March and 4 April 2022, members noted the Admin Asst's further Update (circulated previously) since meeting with a Hampshire Highways Traffic Engineer. Members noted the Engineer's helpful advice and modified quote for both areas, which would result in considerable savings to the signage planned for the Recreation Ground. It was unanimously RESOLVED to:

- i) Approve the modified plans for signage on The Green to the Rec Ground at the reduced quote of £460;
- ii) Approve the proposals and quote for consolidation of signage at Finchdean Green of £4,400;
- iii) Approve design and implementation fees of £1,750;
- iv) Look to replace the long-distance path signage on Finchdean Green.

Action: Admin Asst to progress accordingly

d) Update on Short Ceremony for Armed Forces Day on 25 June 2022 – Members noted the Clerk's notes on arrangements to date. At the Chairman's invitation, Mr Ridge addressed the Mtg. He updated Council on the planned ceremony which will involve c 50 people plus any residents who wish to attend, and for which a risk assessment had been completed. It was unanimously RESOLVED that:

- i) Council would be the overall organiser of the event and Council's insurance policy would cover it;
- ii) Council would donate £100 to cover the expenses of the Cadet Band, based in Southampton.

Action: Clerk to liaise with Mr Ridge over organisation and payment details for Band

e) As Sole Trustee to a CIO: Electricity Supplier for Pavilion from 1 August 2022 onwards –

Members noted the Admin Asst's briefing (circulated previously) on supplier options available, given the continued increase in energy costs. It was unanimously RESOLVED to move to a 2-year contract with EDF, constituting a saving of c 5% on the offer from the current supplier whilst not tying the CIO into too long a contract.

Action: Admin Asst to progress accordingly

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

a) Internal Auditor's Report for year ended 31 March 2022 - Members received and noted the Report (circulated previously) from the Auditor's Visit on 16 May 2022, including her favourable view of Council's files and records. Members congratulated the Clerk and thanked her. It was unanimously RESOLVED to pursue the auditor's 3 recommendations.

Action: Clerk to publish Report and progress recommendations/advice as appropriate

b) Annual Governance and Accountability Return (AGAR) for year ended 31 March 2022 - Having accepted the accounts for the year at the Council Mtg on 4 April 2022 at Item 8 c), members noted the following, prepared by the Clerk (all circulated previously):

- Council's 6-page AGAR 2021/22 Part 3 including Annual Internal Audit Report 2021/22, Section 1 – Annual Governance Statement and Section 2 – Accounting Statements, with relevant figures entered and signed by the Clerk as RFO;

- Accompanying draft Bank Reconciliation, Explanation of Variances;
- The Clerk's recommendation as to the period for the Exercise of Public Rights for the year in question.

Members considered the above in order. It was unanimously RESOLVED to:

- i) Answer 'Yes' to all 9 categories of Section 1 of the AGAR and APPROVE the Statement;
- ii) APPROVE the figures and thereby Accounting Statements for Section 2 of the AGAR;

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 13.06.22

- iii) APPROVE the accompanying Bank Reconciliation and Explanation of Variances;
 iv) ADVERTISE the period for the Exercise of Public Rights as being from 20 June to 29 July 2022. *It was subsequently requested and agreed that these dates be amended to 23 June to 3 August to take account of the Clerk's unanticipated but necessary involvement in another project.*

The Chairman signed Sections 1 and then 2 accordingly, prior to submission to the external auditor.

Action 1: Clerk to submit AGAR and accompanying documents to external auditor by 30 June 2022

Action 2: Clerk to publish AGAR, Notice of Public Rights and related Notes, as appropriate

- c) **May 2022 Schedule of Payments, for authorisation** – Cllr Schneider 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 present.

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	89.45	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	15,000.00	Cambridge & Counties Bank	Transfer to 2-year Fixed Rate Bond
IBT	50.00	CPRE	Annual subscription from May 2022
IBT	35.00	Rowlands Castle URC	Hall Hire for RCPC Mtg
IBT	15.60	G B Sport & Leisure UK Ltd	Replacement small parts for Play equipment
IBT	202.50	John Slater Planning Ltd	N'hood Plan: Further expert advice
IBT	475.00	Do The Numbers Ltd	Internal Audit Fee for yr ended 31 March '22
IBT	1,727.82	Quality Land Services Ltd	Litter & Dog Waste Collection Jan to March '22
IBT	238.80	Noticeboard Co Cumbria Ltd	Commemorative Plate for Village Lectern
IBT	261.00	Surrey Hills Solicitors	Registration of Rec Ground with HM Land Reg
IBT	150.00	South Central Ambulance Charity	Donation for CPR Training in RC + Finchdean
IBT	48.04	Agilico Workplace Techs Ltd	Final payment for MFD costs and maintenance
IBT	1,174.21	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
DD	87.38	Rowlands Home Hardware	Office, War Memorial + Rec consumables
IBT	8.00	Ms C Newman, Facilities Officer	Reimbursement: Additional key, chainlink fence
IBTs	5,022.35	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
Total	£24,837.84		

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	2,635.74	EHDC	Release of CIL Neighbourhood Portion as at 31 March 2022
Total	£2,635.74		

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

Account	Balance
Current	£92,964.26 (<i>Reconciled balance of £90,118.29 after accounting for payments not yet made/direct debits not yet take/cheques not yet presented</i>)
2-Yr Fixed Rate Bond	£15,000.00
Easy Access Savings Acc	£10,433.91
100-day Notice Account	£55,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £138,301 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

- e) **Grant to Rowlands Castle Recreation Ground Charity Account for 2022/23** – Members noted the Admin Asst's briefing on the predicted deficit for the Account (circulated previously) and the Clerk's further note on the Account needing to pay the legal fees for new Lease with RC Tennis Club (see Minutes of Mtg on 7 December 2020). It was unanimously RESOLVED to transfer £3,000 to the Charity Account.

Action: Clerk to include in June Payment Schedule

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 13.06.22

- f) **Further Donation to Plantlife** – Members noted Plantlife’s current campaign for wildflower meadows (circulated previously). It was unanimously RESOLVED to donate £100 in recognition of the organisation’s invaluable work for the environment. **Action: Clerk to include in June Payment Schedule**

9. MATTERS FOR DISCUSSION:

- a) **Summary of Residents’ Dealings with Parish Office from May 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 on his and Cllr Harvey’s eventual mtg with an HCC officer and the revised plans for narrowing the bellmouth. Both deemed these a considerable improvement on previous ones and a safer solution to the hazard posed by the existing junction. The works will be financed by HCC and are planned for late August/early September 2022.

It was noted that Council’s persistence on this matter over several years had finally paid off and that it was regrettable that neither EHDC nor HCC had heeded Council’s warnings over the conflicting plans for the junction in the past during the planning application process for the developments now known as Bailey Road and Deerleap Lane.

- c) **Update from Rowlands Castle Parish 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 provided further information on the upcoming public consultation on the draft Plan, to be held between 17 June and 14 August 2022. It is planned to publicise the consultation as widely as possible, including a leaflet drop to every household and business in the Parish encouraging people to read the draft and comment via a Questionnaire. He paid tribute to the continuing hard work of the Group’s members and particularly its Admin Co-ordinator, Mrs Whatley. It was AGREED to endorse the progression of the draft Plan to public consultation stage. The Chairman congratulated Mr Young and the rest of the Group on their achievement.

Action: Clerk to publish Update on RCPC’s website

10. MATTERS FOR INFORMATION:

- a) **Schedule of EHDC’s and SDNPA’s Planning Decisions up to 13 June 2022** – The Admin Asst’s Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

- b) **Report on Hampshire Webinar on Energy Mapping on 12 May** – Cllr Matthews attended and a copy of her report (circulated previously) is available upon request.

- c) **Report on Hampshire Passenger Transport Forum on 13 June** – Cllr Stanley attended and members noted his oral report, details of which are available upon request. He referenced the lack of central govt funding and HCC’s need to find substantial savings which will likely leads to cuts in services.

- d) **Hampshire County Council’s Passenger Transport Consultation from 31 May to 24 July** – Members noted with reference to Item 10 c) and that the Parish Office had publicised the Consultation on Grapevine, social media and the Community Noticeboard. Cllr Stanley undertook to draft a response to the Consultation for consideration at Council’s next Mtg.

Action: Cllr Stanley to draft response and Clerk to include on Agenda for next Council Mtg

- e) **Surface Treatment Works on Woodberry Lane w/c 13 June** – Noted, though works had yet to begin

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 AGAR submission (8b), Grant to Rec Charity (8e) planning responses (5), Signage (7c) and electricity supplier (7e) would take priority.

12. Date of Next Meeting – Monday 18 July 2022 in the Small Parish Hall

The Meeting ended at 9.05pm

During the course of the Meeting (both part and whole) there were no members of the public (other than those listed as attendees at the top of Page 1) and no members of the Press in attendance.