

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 05.09.22

Monday 5 September 2022 at 7.00pm

The Parish Hall, 11 Links Lane, Rowlands Castle PO9 6AD

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

PRESENT:

Cllr C Stanley (Chairman), Cllr F Ball, Cllr S Donald, Cllr J Edwards, Cllr Y Haggard, Cllr V Matthews, Cllr H Schneider and Cllr B Wilson

Ms C Newman (Council's Facilities Officer) and Mrs G Whatley (Council's Admin Asst) were also present, as was D Cllr M Johnson 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 accepted from Cllr I Moore, and also 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 18 July 2022, together with a Written Update on the Progress of Resolutions from Meetings

The Minutes (circulated previously) were unanimously CONFIRMED as an accurate record of the meeting 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

In light of the decision by 2 breweries to install ANPR cameras in the car parks of 2 public houses in the village to discourage non-customer parking, the owners of another local business high-lighted the issue of parking in the village centre, especially for employees of local businesses. They raised concerns for the potential adverse effects on the viability of local businesses and made several suggestions of sites for further parking. The Chairman explained the Council's previous attempts to gain additional parking for the village which had ultimately proved unsuccessful due to circumstances beyond Council's control.

D Cllr Johnson commented that various breweries were engaged in similar action and suggested Council make the 2 in question aware of the parking issue within villages such as Rowlands Castle.

The Chairman undertook to contact the relevant breweries to make them aware of these issues.

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.

51680/003 APPLICATION FOR APPROVAL OF ALL RESERVED MATTERS RELATING TO PHASE 1 (NORTHERN ACCESS ROUTE FROM MANOR LODGE ROAD (B2149)) OF THE HAVANT THICKET RESERVOIR PROJECT (HYBRID PERMISSION 51680/001) AND APPROVAL OF CONDITION NOS. 2,13,20,27,28,32,36,37,38 AND 39 ALSO IN RELATION TO THE NORTHERN ACCESS ROUTE

Havant Thicket Water Storage Reservoir, Manor Lodge Road, Rowlands Castle

Members noted Cllr Stanley's draft response (circulated previously), having reviewed the Application in conjunction with others' comments. In accordance with said draft, it was unanimously RESOLVED to OBJECT to the proposals on the grounds of concerns focused around the Northern Access route where there are a number of issues outstanding requiring greater clarity and/or more information.

59841 SINGLE STOREY REAR EXTENSION, CLADDING TO EXISTING ELEVATIONS, RENDERED CHIMNEY BREAST AND STACK, PITCHED ROOF TO FRONT CANOPY AND RANDOM FLINT INFILL PANEL TO FRONT ELEVATION
16 Meadowlands, Rowlands Castle, PO9 6BZ

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

59861 FIRST FLOOR SIDE EXTENSION
26 Mallard Road, Rowlands Castle PO9 6HN

Cllr Edwards outlined the Application in accordance with his review (circulated previously). At the invitation of the Chairman, the applicant stated that the proposals were in accordance with the conditions in the Deeds of the property. It was unanimously RESOLVED to make NO OBJECTION.

30016/044 Application for Consent to Works to Trees Subject to a Tree Preservation Order: 1 x TREE – REDUCE OVERHANGING BRANCHES (SEE MARKED PHOTOS)
Land South of Oaklands House, Redhill Road, Rowlands Castle

Cllr Ball outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to OBJECT on the grounds that a qualified tree surgeon had assessed no work was required to the tree at present and the rationale for the proposals was not sufficiently strong, therefore the proposed works should not be undertaken to this otherwise healthy mature tree.

58020 INSTALLATION OF AN OPENING WINDOW (900 x 600) OCCLUDED GLASS IN
For Note Only WHITE UPVC TO EXISTING FAMILY BATHROOM, WHICH AT PRESENT IS WITHOUT A WINDOW, ON FLANK WALL OF PROPERTY. PROPOSED WINDOW WOULD OVERLOOK BLANK BRICK WALL FLANK WALL OF NEIGHBOURING PROPERTY (NO.6)
4 Oak Tree Close Rowlands Castle PO9 6FB

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 8 August.

59793 HIP TO GABLE LOFT CONVERSION WITH REAR DORMERS. PART 2 STOREY
For Note Only EXTENSION OVER THE GARAGE
3 The Peak Rowlands Castle PO9 6AH

It was noted Cllr Edwards had reviewed the Application and circulated his report thereon, upon which Cllr Wilson had added further comments. With the agreement of members, a response of OBJECTION had been submitted by the deadline of 18 August, on various grounds focusing on the scale, massing and appearance of the proposals in relation to the surrounding street scene. The Application has since been refused by EHDC.

21288/005 TWO-STOREY EXTENSION, GARAGE, ORANGERY AND REAR INFILL,
For Note Only FOLLOWING REMOVAL OF EXISTING POOL HOUSE, GARAGE AND SINGLE STOREY EXTENSION
Flint Cottage, 80 Bowes Hill, Rowlands Castle, PO9 6BS

It was noted Cllrs Ball and Edwards 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 26 August.

25999/009 PART SINGLE AND PART TWO STOREY FRONT AND SIDE EXTENSIONS,
For Note Only INSTALLATION OF TIMBER CLADDING AND ASSOCIATED WORKS
Cypress Gate, Manor Lodge Road, Rowlands Castle PO9 6BA

It was noted Cllr Donald had reviewed the Application and circulated his report thereon. With the agreement of members, a response of OBJECTION had been submitted by the deadline of 26 August on numerous grounds.

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:

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

- Update on the Emerging Local Plan after the decision to review it which will lengthen the timescales involved, with parish and town councils expecting to be consulted in November 2022;
- Work to resolve waste collection issues, including working with contractor to recruit staff;
- Portsmouth Water correspondence on Havant Thicket Reservoir after Southern Water's consultation;
- Sums still available from his Councillor Community Grant
- Concern at the continuing issues on several Comley Hill plots, acknowledging need for authorities to work together to try and resolve them.

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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:

- Her acknowledgement of local residents' concerns re traffic and parking in the village (see Item 4), previous unsuccessful attempts to secure further sites and suggestions as to ways forward;
- In conjunction with RCPC, her work to get the bellmouth at the junction of Deerleap Lane and Redhill Rd narrowed, making the junction much safer;
- Progress where some road markings/linings are concerned.

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

a) Priorities and Application(s) for Developers' Contributions (incl CIL) – Part 1 – Members noted Cllr Stanley's Briefing Note (circulated previously) on the Council's Working Group Mtg on 5 August. It was unanimously RESOLVED that the following projects should be prioritised: Re-development of the Play Area, car parking (recognising the challenges this presents too), Pavilion improvements, Parish Hall long-term improvements, RC Station accessibility and cycling safe routes.

Action: Working Grp to work with Clerk and Facilities Officer to progress projects

b) Draft Correspondence to Portsmouth Water (PW) re Southern Water's (SW) Consultation – Members noted and thanked Cllr Stanley for his draft letter to PW (circulated previously) expressing concern at proposals for the planned Havant Thicket Reservoir to receive recycled water from SW. It was unanimously RESOLVED it should be finalised and sent, and published on Council's website.

Action: Clerk to liaise with Cllr Stanley to finalise, send and publish correspondence

c) Portsmouth Water's new 25-year Vision Document Excellence in Water. Always – Members noted the Document (circulated previously) and AGREED to provide concise comments by 27 September for Cllr Stanley to collate and send prior to the deadline for responses of 7 October.

Action: Members to provide comments for Cllr Stanley to collate and send response by deadline

d) EHDC's Consultation on Draft Housing outside Settlement Policy Boundaries SPD (Supplementary Planning Document) – Members considered this SPD (circulated previously) to be a potentially helpful document in attempting to avoid speculative development. It was AGREED Cllr Wilson would draft a response for approval by members prior to submission by the deadline of 20 September.

Action: Cllr Wilson to draft Response for approval prior to submission by deadline

e) Arrangements for Quarterly Operational Inspection of Equipment at the Recreation Ground – Members noted the Facilities Officer's Briefing to date (circulated previously) on this additional inspection, along with the regular weekly one and RoSPA-accredited annual one. Members AGREED that out-sourcing such an inspection would be preferable. The Facilities Officer undertook to research costs for Council's consideration at its October 2022 Mtg.

Action: Facilities Officer to research costs for consideration at the October Council Mtg

f) Draft Policies for CCTV at Recreation Ground – Members noted and thanked the Facilities Officer for her work to date (circulated previously) on the ICO's lengthy template Data Protection Impact Assessments. She will then focus on a CCTV Policy for the Ground.

Action: Facilities Officer to continue work for approval by Council upon completion

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

a) July & August 2022 Schedule of Payments, for authorisation – Cllr Schneider stated he had reviewed and confirmed the invoices relevant to the July Schedule (circulated previously), which Council then unanimously RESOLVED to AUTHORISE.

The Clerk explained she had yet to finalise the August Schedule due to high workload, and it would be circulated to members in due course. As required, at least two signatories will sign both Schedules. *The August Schedule has since been finalised and circulated, and both Schedules signed as appropriate.*

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

JULY:

Method	Amount £	Payee	Reason
DD	223.01	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	87.17	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile

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IBT	100.00	Hants & IoW Victim Support	Grant towards running costs
IBT	250.00	Homestart Butser	Grant towards running costs
IBT	3,305.00	Hampshire County Council	Deposit for CFI signage to Rec and Finchdean
IBT	420.00	Southern Ground Care	Re-lining of pitches at Rec for 22/23 FC Season
IBT	1,787.22	Quality Land Services Ltd	Litter & Dog Waste Collection April to July 2022
IBT	46.75	RC Parish Hall	Hall Hire for RCPC Mtgs and Briefings
DD	35.00	Information Commissioner	ICO Data Protection Registration Renewal Fee
IBT	165.00	Surrey Hills Solicitors	Professional Charges: Rec Ground Registration
IBT	63.60	Hugh Harris t/a Fresh-Air Fitness	Replacement parts for outdoor gym equipment
IBT	10.00	Action Hampshire	Facilities Officer's attendance at training event
DD	36.15	Rowlands Home Hardware	Parish Office, Rec & N'hood Plan consumables
IBT	647.42	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
IBT	40.64	Mrs G Whatley, Admin Asst	Reimbursement for N'hood Plan costs
IBTs	5,582.54	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£12,829.18		

AUGUST:

Method	Amount £	Payee	Reason
DD	253.73	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	87.05	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	80.00	David Somma t/a Microsomma	Remote IT support: RCPC Office & Parish Hall
IBT	163.38	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	35.00	Rowlands Castle URC	Hall Hire for N'hood Plan Mtg
PP	42.91	Value Products Ltd	Signage for Rec re anti-climb paint
PP	65.44	New Venture Products	Anti-climb Paint and Signage for Rec
IBT	34.99	The House Nameplate Co Ltd	Replacement plaques for benches at War Mem
PP	11.98	Doidge Ltd t/a Outdoor Value	Camouflage netting for RCA bowser at Rec
IBT	139.73	Viking Payments	Parish Office and Rec Ground consumables
DD	76.37	BNP Paribas Leasing Solutions	Quarterly rental for MFD
IBT	396.00	Surrey Hills Solicitors	Professional Charges: Rec Ground Registration
DD	2.50	Rowlands Home Hardware	Parish Office consumables
IBT	1,311.11	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
IBTs	4,824.35	Staff salaries including HMRC, PAYE and NIC	
Total	£7,554.22		

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	4,690.00	EHDC	Further release of s106 funds for pitch improvements to date
IBT	2,980.16	HMRC	VAT Repayment from April, May & June 2022
IBT x 2	643.00	Zurich	Insurance pay-out for damage to Pavilion window
Chq	1,250.00	Direct Line	Insurance pay-out for client's damage to Pavilion railings
Total	£9,563.16		

b) Report on Council's Bank Accounts as at 31 August 2022, for acceptance – Members noted and ACCEPTED the Report (to be circulated after the Meeting due to administrative error).

Account	Balance
Current	£70,508.33 (<i>Reconciled balance of £67,667.63 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 £132,614.00 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

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c) Review of Council's Banking Arrangements for Reserves, Restricted Funds etc – Members noted the Clerk's Briefing Note (circulated previously), occasioned in part by a reminder from Cambridge & Counties Bank that Council's Easy Access Savings Account provided a temporary means of holding funds accrued on the maturing of an earlier Fixed Rate Bond until Council decided where to place them next. Having considered the options and the obligations on parish councils, it was unanimously RESOLVED to place the funds from the Easy Access Fund, plus £30,000 from the current account, into a 95-day Notice Account with Cambridge & Counties Bank, currently paying 1.65% interest.

Action: Clerk to apply for Bank Account accordingly

d) Option to opt out of the Smaller Authorities' Audit Appointments (SAAA) Central External Auditor Appointment Arrangements – Members noted information on the above (circulated previously), including the option to opt out before the next 5-year appointing period runs from 2022/23 onwards. It was unanimously RESOLVED not to opt out as there were benefits to remaining in and little reason to leave.

9. MATTERS FOR DISCUSSION:

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

b) Local Speedwatch Team's Results from May and June 2022 – Members noted the results for the 2 months (circulated previously), copies of which will be kept with these Minutes.

c) Review of Council's Insurance Cover from 1 October 2022 – Members noted that Council is about to enter the second year of a 3-year Long Term Agreement with Zurich Insurance. The premium for the year is £1849.98, which represents an £80 increase on the first year however Council's asset value has increased and it has had to make 2 claims in recent months so the increase was considered reasonable.

Action: Clerk to arrange payment of insurance premium for forthcoming year

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 5 September 2022 – Due to an administrative error, the correct Schedule was not available and the Clerk undertook to circulate it to members in due course and keep a copy with these Minutes. *The Schedule has since been circulated.*

b) Rationale and Risk Assessment for Anti-Climb Paint at Recreation Ground – Members noted and ratified the Facilities Officer's rationale and risk assessment (circulated previously).

c) Various Current and Forthcoming Road Closures in the area – Members noted 4 current and forthcoming road closures of varying durations and that C Cllr Harvey was liaising with Hampshire County Council, which approves all temporary road closure applications.

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), Various correspondence (7b,c and d), Inspection arrangements (7e) and Banking arrangements (8c) would take priority.

12. Date of Next Meeting – Monday 3 October 2022 in the Parish Hall

The Meeting ended at 9.15pm

During the course of the Meeting (both part and whole) there were 4 members of the public (other than those listed as attendees at the top of Page 1) and no members of the Press in attendance.