

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 03.10.22

Monday 3 October 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 I Moore, Cllr H Schneider and Cllr B Wilson

Ms C Newman (Council's Facilities Officer) was also present, as were C Cllr M Harvey and D Cllr M Johnson in part.

MINUTES:

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

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

Her late Majesty Queen Elizabeth II – This being the first Council Mtg since the death of The Queen, The Chairman paid tribute to Her late Majesty's life of service and duty as an exemplar to us all and sent the Parish Council's best wishes to His Majesty King Charles III. The Council had also sent a letter of condolence to The Royal Family. The Chairman thanked local organisations and individuals for their work before and during the period of national mourning: St John's Church for receiving floral tributes, being the keeper of the Book of Condolence and organising a Thanksgiving Service for the life of The Queen; Flag Master Barbara Openshaw and her deputy for their dedication in ensuring the Union Flag flew according to protocol from the flagpole on The Green; Council's Admin Asst Gill Whatley for ensuring Council had a protocol for its duties and responsibilities; Those who participated in the public One-Minute Silence around The Green on the eve of the Funeral, including Steve Greenwood for playing The Last Post and Sunset Retreat.

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

There were no apologies for absence, though it was noted Ms Newman would be arriving later due to a prior commitment.

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 5 September 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

A resident thanked the Council for its achievement, in conjunction with C Cllr Harvey, in getting the bellmouth at the junction of Deerleap Lane and Redhill Rd narrowed for the safety of all users.

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.

33662/003 SINGLE STOREY EXTENSION TO SIDE & REAR, EXTENSION TO ROOF SPACE TO ACCOMMODATE FURTHER HABITABLE ACCOMMODATION, ALONG WITH ASSOCIATED HARD AND SOFT LANDSCAPING.
39 Finchdean Road, Rowlands Castle, PO9 6DA

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

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57588/001 Notification of Intention to Carry out Works to Trees Within a Conservation Area: T1 -
For Note Only WALNUT - CROWN REDUCE BY 2.5M, LEAVING A CROWN HEIGHT OF 6M AND A
CROWN WIDTH OF 6M. T2 - CHERRY - CROWN REDUCE BY 1.5M, LEAVING A
CROWN HEIGHT OF 4M AND CROWN WIDTH OF 4M. T3 - GLEDITSIA - REMOVE
LOWEST SOUTH FACING LIMB

10A Links Lane, Rowlands Castle, PO9 6AD

It was noted Cllr Edwards 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 26 September.

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 Cllr Harvey referred to her written report, circulated previously and a copy of which will be kept with these Minutes, on the following Hampshire County Council (HCC)-related matters:

- Her pleasure in seeing the work to narrow the bellmouth completed (see Item 4) and her thanks to RCPC for its diligence in the matter;
- The anticipated increase in traffic through the village during the closure of B2149 (see Item 10 c) despite the official diversion routes not going through the village;
- Advice to residents to report potholes to her and/or HCC;

In addition to the above and/or following discussions at the Meeting, the following was also noted:

- Cllr Harvey is continuing to press for the squaring off of the junction of Links Lane and Redhill Rd by the Church on The Green and 2 additional parking bays thereon;
- Advice to contact Stansted Estate and SDNPA re a suggested site for additional parking, though various significant constraints were also acknowledged;
- Concern at lack of notification of works to install mains sewerage to new development off Finchdean Rd and Southern Water's reported unwillingness to connect existing properties as well.

The Clerk undertook to send Cllr Harvey details of the £445,000 of S106 transport contributions purportedly held by HCC as at 31 March 2021, and organise a meeting with her and RCPC's Chairman re developers' contributions.

Action: Clerk to forward details and organise mtg accordingly

District Cllr Malcolm Johnson Cllr Johnson gave a verbal report on the following East Hampshire District Council (EHDC)-related matters:

- The audit of S106 monies held is now complete and up-to-date figures available;
- Concern at the current lack of 5-year land supply which could lead to speculative planning applications;
- The resumption of kerbside glass collection, following the recruitment of more operatives and progress on withdrawing from previous joint contract with Havant Borough Council;
- The anticipated opening up of garden waste collection to new applicants;
- His continued pressure on officers to address the continuing issues on several Comley Hill plots;
- Missing diversion signage for current closure of B2149, especially around the mini-roundabout system at the confluence of Durrants, Manor Lodge, Redhill and Whichers Gate Roads.

In response to members' queries, Cllr Johnson advised Council to submit a response to the Planning Inspectorate re an applicant's appeal against EHDC's refusal of Application Ref 58024 related to Land West of Manor Lodge Rd, noting the applicant's unauthorised use of documents related to RC's draft Neighbourhood Plan. It was also noted that one of the 3 applications associated with the Land East of Horndean development had been withdrawn.

At the request of the Chairman, and with the agreement of members present, the order of the Agenda was then varied to allow time for Ms Newman to arrive

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

a) External Auditor's Review of Annual Governance & Accountability Return for year ended 31

March 2022 – Members noted the auditor's review and subsequent Report and Certificate of 2 September 2022 noting no matters of concern had arisen. They expressed their thanks to the Clerk, recognising both the Certificate and a Notice thereon had since been published before 30 September, as per requirements.

b) September 2022 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 by all 3 signatories.

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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	86.59	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	1,849.98	Zurich Municipal	Annual Insurance Cover from 1 October 2022
IBT	4,088.00	X2 Connect Ltd	Purchase of traditional BT kiosk for Book Swap
IBT	250.00	MEA (Southern) Ltd	Insurance excess for repairs to vandalised WC
IBT	189.00	Origin Amenity Solutions	Rec Ground consumables – white lining fluid
IBT	480.00	PKF Littlejohn LLP	External Auditor Fee for year ending 31/03/22
IBT	35.00	Rowlands Castle URC	Hall Hire for N'hood Plan Mtg
IBT	60.00	Voxit Ltd	Amending RCPC's website on Death of HMQ
IBT	280.00	Gabriel Langlands	Date carving in roman numerals on Bus Shelter
IBT	31.35	RC Parish Hall	Hall Hire for RCPC Mtg
DD	420.00	Titchfield Tree Services Ltd	Removal of broken branch on tree in R Copse
IBT	30.00	David Somma t/a Microsomma	Remote IT Support for Parish Office MFD
IBT	1,394.60	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
DD	16.94	Rowlands Home Hardware	Parish Office, Rec and anti-ASB consumables
IBTs	4,824.35	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£14,288.50		

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	2 nd of 2 instalments of 2022/23 Precept Payment

c) Report on Council's Bank Accounts as at 30 September 2022, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£111,977.17 <i>(Reconciled balance of £110,563.13 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 £128,505 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

d) Quarterly Review of Budget and Actual Payments & Receipts to 30 September 2022 – Members noted and ACCEPTED the Clerk's Update Report (circulated previously).

Action: Clerk to publish Update on RCPC's website

e) Quarterly Review of Council's Asset Register – Members noted the following since the last review in July 2022: Disposal of a picnic bench from Recreation Ground which deteriorated to the point it was no longer safe to use. In addition, the following are awaiting delivery, having been paid for in full or in part: Traditional telephone kiosk as Community Book Swap, Signage for Recreation and at Finchdean and Platinum Jubilee Commemorative Plaque for Village Interpretation Panel.

Action: Clerk to ensure specified additions/changes are recorded on Register

f) Grant Application from Horndean Technology College (HTC) for Christmas Lunch for local Senior Citizens – Members noted the Application from HTC and the budgeted funds available at present. It was unanimously RESOLVED to award the requested grant of £50.00.

Action: Clerk to inform HTC and include payment in October Schedule

9. MATTERS FOR DISCUSSION:

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

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b) **Flick Drummond MP's Rural Crime Community Forum in Meonstoke on 14 October** – Members noted the event and AGREED to publicise it as widely as possible.

Action: Clerk to publicise by all appropriate means

10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 3 October 2022** – The Admin Asst's Schedule (circulated at the Mtg) was noted and a copy will be kept with these Minutes.

b) **Report on Havant Thicket Reservoir Community Advisory Group Mtg on 8 September** – Cllr Stanley attended and members noted his oral report, details of which are available upon request.

c) **Temporary Full Road Closure of B2149 from 3 October for estimated 4 weeks** – Members noted earlier comments (see Item 6) and that the closure, whilst inconvenient, was necessary to carry out the works to the new junction to access the Havant Thicket Reservoir site and that it was for less time than originally planned.

d) **Network Rail's Farncombe to Petersfield Re-signalling Scheme 2022 to 2024, Havant to Haslemere Line Closure from 22 to 30 October** – Members noted the closure was scheduled during most schools' half-term and that locally the works would include improvements to the waiting shelter on Platform 2 at RC's station.

The Facilities Officer arrived during Item 10 d) and was welcomed to the Meeting

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

a) **As Sole Trustee of a Charitable Incorporated Organisation (CIO): Annual Report & Accounts of Parish Hall CIO for y/e 31 December 2021** – Members noted and thanked the Hall's Administrative Officer and Cllr Ball for the draft Annual Report & Accounts (circulated previously). It was unanimously RESOLVED to APPROVE the document for submission to the Charity Commission by 31 October 2022, once it had been finalised and signed by the Chairman.

Action: Chairman to sign document and Clerk/Admin Asst to submit to Commission by deadline

b) **The Green: Request by Village Fair Committee to Erect Christmas Tree** – Members noted the request. It was unanimously RESOLVED to grant permission for this annual custom over the Christmas period.

Action: Clerk to inform Committee of Council's decision

c) **Recreation Ground: Quarterly Operational Inspection of Play and Other Equipment** - Members noted and thanked the Facilities Officer for her Briefing (circulated previously) on the options available following advice to enhance the current inspection arrangements. Given the added level of scrutiny, it was unanimously RESOLVED to commission The Play Inspection Company to undertake quarterly operational inspection at a cost of £735.00 + VAT pa, whilst retaining RoSPA Play Safety to carry out the annual inspection at an estimated cost of c £150.00 + VAT pa.

Action: Facilities Officer to commission both companies accordingly

d) **Recreation Ground: Update on Installation of CCTV including additional external contractor, consultation arrangements, viewing arrangements and draft policy** – Members noted and thanked the Facilities Officer for her Update (circulated previously) on the various elements. It was unanimously RESOLVED to:

i) Facilitate remote viewing by specified individuals by opting for a SIM-only contract with Three with a 25GM allowance for 12 months £11 + VAT per month to allow review of data requirements after a year;

ii) Ratify the decision taken under delegated authority to commission Chambers Southern Ltd, as the only HERS-registered company in the local area, to undertake necessary works to one of the lamp-posts at the Ground at a cost of £542.00 + VAT.

It was AGREED members would provide feedback on the draft Surveillance Camera System Policy (circulated previously) to the Facilities Officer by Noon, Monday 17 October 2022 with particular focus on those who should have access to footage and who should be authorised to pass requested information to third parties. Cllr Moore undertook to gain expert advice, particularly in relation to these 2 areas.

Action 1: Facilities Officer to progress CCTV installation including specified SIM-only contract

Action 2: Cllrs to provide comments and Cllr Moore to gain expert feedback on draft Policy

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e) Recreation Ground: Further Pitch Improvement Plans after Completion of Initial Year-long Programme – Members noted and thanked the Facilities officer for her Briefing (circulated previously), including information on the S106 funds remaining for this project. It was unanimously RESOLVED to:

- i) Suspend SO 75 requiring 3 quotes, on the basis that Southern Ground Care Ltd had undertaken all the works in the initial year and had proved reliable, efficient and helpful throughout the period, and its quote for the forthcoming year included only increases for materials and not labour;
- ii) Commission Southern Ground Care Ltd to undertake a programme of aeration, scarifying, over-seeding, herbicide-spraying and fertilising of the pitches at a cost of £8,065 + VAT for the year.

Action: Facilities Officer to commission Southern Ground Care Ltd accordingly

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 response (5), Submission to Charity Commission (7a) and Various Rec-related matters (7c, d and e) would take priority.

12. Date of Next Meeting – Monday 7 November 2022 in the Parish Hall

The Meeting ended at 8.55pm

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