

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 05.12.22

Monday 5 December 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 and Cllr B Wilson.

Mrs G Whatley (Council's Admin Asst) was also present, as were D Cllr M Johnson (see Item 6) and Mr I Young (NPSG Chair - see Item 7 b) 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 were received and agreed from Cllr H Schneider. Apologies were also received 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 November 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 of the Meeting.

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.

52401/007 VARIATION OF CONDITION 15 OF 52401/006 TO ALLOW THE SUBSTITUTION OF PLANS PSL T 20 - PROPOSED SITE LAYOUT TRACK 1, PSE 20 REV A PROPOSED SITE ELEVATIONS, PSL 20 REV A PROPOSED SITE LAYOUT WITH PSE 22 - PROPOSED SITE ELEVATIONS PSL 1 22 - PROPOSED SITE LAYOUT, PSL 22 - PROPOSED SITE LAYOUT

Shell (UK) Ltd, Whichers Gate Road, Rowlands Castle, PO9 6BB

Cllr Wilson outlined the Application in accordance with his review (circulated previously). Members thanked him for his excellent briefing and made comments thereon. They noted that some of the proposals in the current Application contradicted those in 2 previous applications for the site which had been permitted in the last 2+ years. It was RESOLVED to OBJECT (7 For with 1 Abstention from Cllr Moore) on the basis the proposals did not comply with EHDC policies CP20 (Landscape) CP27 (Transport), CP31 (Pollution) and Vehicle Parking Standards SPD. Inaccuracies with regard to the site boundary and comparisons to the previous application were also to be noted.

57837/002 DETACHED BARN

For Note Only *Lot 12, Comley Hill, Rowlands Castle*

It was noted Cllr Wilson had reviewed the Application and circulated his report thereon. With the agreement of members, a response of OBJECTION on a number of grounds had been submitted by the deadline of 29 November. More recently, the applicant had provided additional information and submitted amendments to the Application which would be considered in due course.

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59793/002 Notification of Pre-Decision Amendment: DOUBLE HIP TO GABLE LOFT
For Note Only CONVERSION WITH REAR DORMER AND ADDITION OF A PITCHED ROOF
OVER THE CURRENT FLAT ROOFED GARAGE, WITH SMALL FRONT AND REAR
DORMERS. SINGLE STOREY REAR EXTENSION BEHIND THE GARAGE
3 The Peak, Rowlands Castle, PO9 6AH

It was noted Cllr Edwards had reviewed the Amendments and circulated his report thereon. With the agreement of members, a response of continued OBJECTION on a number of grounds had been submitted by the deadline of 1 December.

37610/012 Application For Consent For Works To Trees Subject To A Tree Preservation Order:
For Note Only T1 WILLOW - FELL. THIS TREE IS KEPT AS A POLLARD AT A CLOSE
PROXIMITY TO THE HOUSE. R2 - REPLACEMENT TREE TO BE PLANTED.
HEAVY STANDARD BEECH
75 Links Lane, Rowlands Castle, PO9 6AF

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 29 November.

38344/002 Planning Appeal Inspectorate Ref: APP/M1710/W/22/3304579 - ERECTION OF
For Note Only SINGLE STOREY DETACHED DWELLING ALONG WITH ASSOCIATED ACCESS
AND PARKING
18 Bowes Hill, Rowlands Castle, PO9 6BP

The Appeal was noted though Council had not objected to the original Application.

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 East Hampshire District Council (EHDC)-related matters:

- Pursuit of a single contract with Norse SE having extricated itself from the joint one with Havant BC;
- Acknowledgement of admin error leading to some residents not receiving notification of expiry of garden waste licences and progress on reinstating them;
- Current Local Plan Consultation including Drop-in Event at Merchistoun Hall on 12 December;
- Re-opening of Rowlands Castle Rd though some related signage had yet to be collected;
- Action from officers awaited re continuing issues with some Comley Hill plots;
- In light of several recent incidents, difficulties in designating 'abandoned' vehicles if left long-term but still taxed and MOT'd;

In answer to cllrs' queries/comments, Cllr Johnson: noted reports that works to land on South Lane, Finchdean appeared to have commenced prior to the permitting of the related planning application; reported the Planning Inspectorate were experiencing major delays and as yet there was no date for the Appeal relating to 16b The Green.

County Cllr Marge Harvey Cllr Harvey was not present and no report had been sent in her absence.

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

a) Consultations on draft documents relating to water:

- **Portsmouth and Southern Waters' respective draft Water Resources Management Plans**
- **Draft Regional Water Resources Plan for the South East of England (WRSE)**

Members noted related information on the various consultations (previously circulated), all of which had a deadline of 20 February 2023 for responses. Cllr Stanley had attended the WRSE Webinar on 22 November, Cllr Donald had taken up Southern Water's invitation to visit the Budds Farm treatment works and several cllrs were planning to attend a combined WRSE/Southern Water/Portsmouth Water webinar on 7 December. It was AGREED that Cllr Stanley would draft responses to all 3 consultations, for consideration at Council's January and/or February 2023 Mtgs.

Action 1: Cllr Stanley to draft responses for circulation

Action 2: Clerk to include on Agenda for relevant Mtg(s)

b) Rowlands Castle Parish Neighbourhood Plan documents for submission to EHDC – At the Chairman's invitation, Mr Young addressed the Meeting and gave an update on the Plan. He explained the

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Plan's documents had occupied the Neighbourhood Plan Steering Group (NPSG) to a great degree recently and it was still consulting on them prior to Regulation 15 when the Council, as the Plan's qualifying body, would submit them to the local planning authority (EHDC) for further examination. It was therefore AGREED to DEFER action on this Item to Council's next Mtg in January 2023.

Action: Clerk to include appropriate Item on Agenda for next Council Mtg

c) Quote for Recommended Works to Trees in Rowlands Copse and the Recreation Ground –

Members noted the 2 quotes from Council's contractor, Titchfield Tree Services Ltd, for works to trees in both areas and the Clerk's comments thereon (all circulated previously), including the ear-marked and budgeted funds available. It was unanimously RESOLVED to commission the contractor to undertake all quoted works at a cost of £3,650 + VAT for the Recreation Ground and £5,600 + VAT for the Copse.

Action: Clerk to commission contractor accordingly

d) Specification for Works to Rowlands Copse Recommended in Arcadian Ecology's Report –

Members noted the Report and the Clerk's draft Specification (both circulated previously). The text of the latter was AGREED and the Clerk authorised to invite quotations from firms suggested in Report for consideration at Council's Mtg in February 2023.

Action: Clerk to circulate Specification to suggested firms

e) Payment of Clerk's Annual Membership of Society of Local Council Clerks (SLCC) –

It was unanimously RESOLVED that this be paid for the forthcoming year, in the sum of £279.00 (increased from previous year due to salary increase).

Action: Clerk to renew membership for 203 and include in December Payment Schedule

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

a) November 2022 Schedule of Payments, for authorisation – Cllr Moore stated he had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE the Schedule (circulated previously), which was then signed by the 3 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	86.89	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	200.00	CPRE Hampshire	Donation towards fund-raising campaign
DD	76.37	BNP Paribas Leasing Sols Ltd	MFD quarterly rental fee
DD	79.66	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	85.20	G B Sport & Leisure UK Ltd	Replacement board for Play Area
IBT	648.00	Assprin	Replacement window for Pavilion
IBT	56.10	RC Parish Hall	Hall Hire for RCPC + NPSG Mtgs
IBT	70.00	RC United Reform Church	Hall Hire for RCPC Committee + NPSG Mtgs
DD	3.83	Rowlands Home Hardware	Rec Ground consumables
IBT	1,043.03	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
IBT	30.00	Cllr J Edwards	Part of Cllr's allowance
IBT	28.26	Ms L Walker, Clerk	Reimbursements
IBTs	7,679.74	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£10,339.77		

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	674.54	United Trust Bank	Annual Interest from RCPC's 100-day Notice Account

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

Account	Balance
Current	£55,682.30 (Reconciled balance of £52,865.05 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)

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95-day Notice Account	£40,433.91
100-day Notice Account	£55,000.00
2-Yr Fixed Rate Bond	£15,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £125,127 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) Notification of External Auditor Appointment for 5-year period from 2022/23 to 2026/27 inclusive – Further to Item 8 d) of the Council Mtg on 5 September 2022, members noted that BDO LLP had now been appointed as Council's external auditor for the aforementioned period.

d) Grant Application from Rowlands Castle Youth Club – Whilst some information had been made available, the requisite Application form had yet to be submitted due to illness. It was AGREED to defer a decision until the form is received. **Action: Clerk to include on future Agenda as appropriate**

9. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with Parish Office in November 2022 – The Parish Office's Summary (circulated previously) was noted, a copy will be held with these Minutes and some items were discussed in more detail at the Meeting.

b) Update from RC Flood Action Group re Flood Alleviation Measures for Winter 2022/23 – Cllr Donald reported the Group had met on 15 November. Water levels are rising and HCC, Network Rail and Stoughton PC have all cleared the ditches within their responsibility, with the Stansted Estate due to do so soon. The Environment Agency has undertaken to conduct a survey of the culverts at Finchdean. One private landowner with riparian responsibilities has to date declined to engage with the Group.

Action: Clerk to continue to liaise with Group

c) Update on Community Book Swap transfer to newly-arrived, traditional BT Kiosk – Council's Admin Asst stated that she is sourcing a shelving unit and signage for the kiosk before its 'Grand Opening' on a date yet to be specified.

Action: Admin Asst to progress shelving and signage before finalising 'Grand Opening'

d) Local Speedwatch Team's results from September, October and possibly November 2022 – Members noted the results for September and October (circulated previously), copies of which will be kept with these Minutes.

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 5 December 2022 – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

b) Report on EHDC's Virtual Briefing on its Local Plan 2021-2040 on 15 November – Cllrs Ball and Wilson attended and presentation slides had been circulated. It was AGREED Cllr Ball would draft Council's response to EHDC's current Local Plan Consultation for consideration at the next Council Mtg.

Action: Cllr Ball to draft Consultation response for consideration at next Council Mtg

c) Report on East Hampshire Association of Parish & Town Councils Mtg on 23 November – Cllr Ball attended and a copy of his Report had been circulated previously.

d) Report on Havant Thicket Reservoir Stakeholder Advisory Group Mtg on 30 November – Cllr Stanley had attended and copy of his Report had been circulated previously

11. Date of Next Meeting – Monday 9 January 2023 in the Meeting Place, Church on The Green

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.