

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.01.23

Monday 9 January 2023 at 7.00pm

The Meeting Place, Church on The Green, 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 (in part – see Item 5), Cllr H Schneider and Cllr B Wilson.  
Mrs G Whatley (Council's Admin Asst), D Cllr M Johnson (see Item 6) and Mr I Young (NPSG Chair - see Item 7 a) 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 were received and agreed from Cllr I Moore. Apologies were also received from Ms C Newman (Council's Facilities Officer) and C Cllr M Harvey. It was also noted Cllr V Matthews would be arriving slightly late due to another 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 December 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

Whilst there were no comments from those members of the public present at this point, the Clerk referenced the following: One piece of equipment in the Play Area had been taken out of action, pending investigation after a quarterly operational inspection; Reports of the regular burning of waste near RC train station have been noted, the relevant authorities informed and the tenant is due to vacate within the month.

### 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.*

SDNP/22/ RETENTION OF SECURITY LIGHTING AND INSTALLATION OF SHIELDING  
05344/FUL Land between Woodhouse Lane and Boyes Lane, Rowlands Castle

Cllr Schneider outlined the Application, which he had reviewed. Members noted that the plot was within the SDNP and the subject of several applications in the past, a number of which were retrospective. There had been a substantial number of objections to those applications and there was general concern that the plot should not be subject of 'stealth' development. Local planning authorities' approach to the plot appeared to be inconsistent with EHDC having refused permission in at least one instance, only for the SDNPA to grant permission in another for similar proposals. The most recent permitted application, to which both Rowlands Castle and Horndean Parish Councils had objected, included 6 conditions, one of which was no external lighting be installed on the site.

It was unanimously RESOLVED to OBJECT on the grounds that; the "retention of security lighting" represented the ignoring and infringement of a planning condition of a previous Application for this site; the proposals contravened SDNPA planning policies SD4 (Landscape Character) and SD5 (Design).

It was also AGREED to write to SDNPA expressing grave concern at its approach to planning applications for this plot which seems to go against the Authority's own planning policies. This in turn undermines the efforts of parish councils to submit researched and sound comments, leaving parish councillors feeling demoralised. It was also queried as to why a previous Application to which more than 10 objections had been submitted was not brought before SDNPA's Planning Committee for decision.

**Action: Clerk/Admin Asst to draft correspondence to SDNPA for circulation prior to sending**

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.01.23

*Cllr Matthews joined during discussions on the previous Planning Application but did not vote on the matter.*

51837/002 DETACHED BARN (Additional Information Received 05/12/2022)  
For Note Only Lot 12, Comley Hill, Rowlands Castle

Further to consideration of the original Application (see Minutes of Council's Mtg on 5 December 2022), it was noted Cllr Wilson had reviewed the additional information and circulated his report thereon. With the agreement of members, an amended response of NO OBJECTION, subject to the proposals meeting named EHDC landscape and design policies, had been submitted by the extended deadline of 6 January.

**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 held with these Minutes) on the following HCC-related matters:

- Action after the collision outside the Church on The Green on 23 December, and the subsequent death of the cyclist from the injuries he sustained;
- Reminder re deadline of 15 January for applications for those starting school in Sept 2023;
- Consultation on Minerals and Waste with a deadline of 31 January;
- Tree Planting Strategy with a commitment to plant 1 million trees in the County by 2050;
- Request to check local grit boxes and report any that need re-filling;
- Liaison with residents of Rowlands Castle Rd re long-term flooding issues.

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

- Acknowledgement of the reports of burning near RC station (see Item 4) and action thereon;
- Recent briefing on Govt's current Consultation on proposals to 'soften' some planning restrictions which may affect emerging Local Plan, and upon which EHDC intends to comment;
- Relevance of commercial waste issue in HCC's Minerals & Waste Consultation (see above);
- 'Big push' to progress planning compliance issues now that more staff have been recruited;

In answer to cllrs' and officers' queries/comments, Cllr Johnson: noted a current land sale near Meon which may in time result in similar issues to those on some Comley Hill plots; reported recent works to land off Deerleap Lane were the subject of investigation; undertook to check whether EHDC would be responding to any/all of the current water-related consultations (see Item 7 b); noted a bin collection issue in part of the Parish on 13/14 January; was thanked for requesting more parking enforcement patrols.

*At the suggestion of the Chairman, and with the agreement of members present, the order of the Agenda was then varied to allow time for Mr Young to arrive for Item 7 a)*

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

### b) Response to Various Consultations on draft documents relating to water:

- **Draft Regional Water Resources Plan for the South East of England (WRSE)**
- **Portsmouth Water on its Draft Water Resources Management Plan (PW-WRMP)**
- **Southern Waters on its Draft Water Resources Management Plan (SW-WRMP)**

Members noted and thanked Cllr Stanley for his draft responses to the above (all circulated previously). Cllr Stanley outlined his approach to date and reported he had since conducted further research and also received expert advice of the importance of directing responses re PW and SW to DEFRA, copying in the respective water companies. He noted that water companies derive more financial benefit from new infrastructure projects than from reducing leaks and usage. At the invitation of the Chairman, a resident with experience in the water industry noted that, in preparing for significant drought, water companies may argue they are unable to resolve issues just by limiting leakage and usage so some projects may be required. There also seem to be differing views on whether reverse osmosis systems need to run permanently to work, rather than being used when needed, and how efficiently contaminants could be removed from recycled effluent. Members also noted plans for various new reservoirs in Sussex, Oxfordshire and Kent. The resident was thanked for his helpful input. It was AGREED that:

- i) Cllr Stanley would revise his 3 drafts to reflect his further research and circulate them for approval prior to submission to DEFRA and the relevant water companies, plus WRSE, together with a covering text for the emails to which the letters will be attached;
- ii) RCPC would publicise a local action group's poster on the Consultation by all available means.

**Action 1: Cllr Stanley to revise responses and draft email text for approval prior to submission**

**Action 2: Parish Office to publicise poster by all available means**

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.01.23

**a) Rowlands Castle Parish Neighbourhood Plan documents for submission to EHDC –** Further to discussion under Item 7 b) of the previous Council Mtg, members noted the Plan documents and covering Update Report from Mr Young (all previously circulated). At the Chairman's invitation, Mr Young addressed the Mtg. He thanked the RC Neighbourhood Plan Steering Group (NPSG), in particular Cllrs Ball and Wilson, Lawrence Pinkney, Chris White and Gill Whatley. After Regulation 15, and providing both EHDC and SDNPA approve the documents, the next stage will be the appointment of an independent examiner to review the documents, after which there will be a further public consultation, responses from which will go the examiner before the final stage when a referendum on the Plan will be held.

In Council's capacity as the qualifying body for the draft Neighbourhood Plan, it was unanimously RESOLVED to approve and submit the documents to EHDC as required under Regulation 15, with a covering letter. The Chairman expressed the Council's profound thanks to Mr Young and the rest of the NPSG for their years of hard work on this project, recognising there is still more work to do on it.

**Action: NP Steering Group to liaise with Clerk to submit documents to EHDC**

**c) Response to EHDC's Consultation on its Emerging Local Plan –** Further to discussion under Item 10 b) of the previous Council Mtg, members noted and thanked Cllr Ball for his draft response (circulated previously). Some minor amendments were made under Section 4 (Development Strategy and Spatial Distribution). It was unanimously AGREED Cllr Ball would submit the amended response by the deadline of 16 January.

**Action: Cllr Ball to submit response to Consultation by deadline**

**d) Proposal from RCPC's current communications provider in view of BT Analogue switch off –** Members noted the proposal and the Clerk's Briefing thereon (both circulated previously) involving the Council moving to a cloud-based communication system with calls made over the internet at a basic cost very similar to that which the Council currently pays. It was unanimously RESOLVED to accept the 60-month contract with basic monthly costs of £45.99 + VAT plus email address licences, providing the basic cost would not increase over the contract period.

**Action: Clerk to accept contract, subject to satisfactory answer to query**

**e) As Trustee of the Recreation Ground CIO: Review of Report and Accounts for Recreation Ground CIO to 31 March 2022 -** Members noted the draft Report & Accounts (circulated previously). It was unanimously RESOLVED to adopt the Report as that of the Trustee of the CIO, for signature by the Chairman before submission to the Charity Commission by 31 January 2023.

**Action: Admin Asst to finalise and submit Report & Accounts to Commission by deadline**

**f) As Trustee of the Parish Hall CIO: – Review of Door Security System and Future Expenditure for the Hall thereon –** Members noted the Facilities Officer's Briefing (circulated previously) and that under the Terms of Reference for the Hall's Management Committee, expenditure over £3,000 must be approved by the Council as Trustee. It was unanimously RESOLVED to approve the expenditure of £3,157.00 + VAT from the Hall's funds to carry out remedial work to the system and install an additional magnetic lock.

**Action: Clerk to inform Facilities Officer of Council's approval**

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

**a) December 2022 Schedule of Payments, for authorisation –** Cllr Edwards 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	401.92	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	89.34	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	366.18	PHS Group	Replacement baby-change unit for WC at Rec
DD	279.00	Society of Local Council Clerks	Clerk's annual membership for 2023
IBT	150.00	Voxit Ltd	Annual website hosting and domain renewal
IBT	1260.00	Southern Ground Care	1 <sup>st</sup> phase of Year 2 of pitch improvement works
IBT	35.00	RC United Reform Church	Hall Hire for NPSG Mtg
IBT	43.35	RC Parish Hall	Hall Hire for RCPC Mtgs
IBT	120.00	X2 Connect Ltd	3 'Book Exchange' signs for new BT Kiosk
IBT	630.00	John Slater Planning	Further Expert Advice on N'hood Plan docs
IBT	5.00	A Sense of Craft	Table charge for Showcase Event at Hall
IBT	365.59	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.01.23

DD	1.61	Rowlands Home Hardware	Parish Office consumables
IBT	30.70	Ms L Walker, Clerk	Reimbursements and Travel Expenses
IBTs	5284.59	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>£9,091.96</b>		

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	366.18	Zurich Insurance	Reimbursement for PHS baby-change unit for WC at Rec
IBT	1000.00	EHDC	D Cllr's Community Grant for new Speed Indicator Devices

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

Account	Balance
Current	£45,553.00 <i>(Reconciled balance of £45,139.27 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
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 £126,393 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

**c) Quarterly Review of Budget and Actual Payments and Receipts to 31 December 2022** – Members noted and ACCEPTED the Clerk's Update Report (circulated previously).

**Action: Clerk to publish Update on RCPC's website**

**d) Quarterly Review of Council's Asset Register to 31 December 2022** - Members noted the following since the last review in October 2022: There had been no disposals and the following acquisitions had been made: Traditional Red BT Kiosk (for Community Book Swap) incl 3 Book Exchange signs, CCTV equipment at the Recreation Ground and a Platinum Jubilee Commemorative Plaque for the Village Interpretation Panel. At the Recreation Ground, a failed board on an item in the Play Area had been replaced, and other assets had been or were in the process of being replaced under various insurance claims: railings around public WCs, window pane in Pavilion, refurbishment of public WC after arson attack.

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

**e) Review of Restricted Funds and Management of Reserves Banking** - Members noted the current Restricted Reserve Funds (circulated previously) and AGREED the Clerk's provisional recommendations for such funds at the end of the 2022/23 financial year.

**Action: Clerk to review at the end of the year and progress recommendations**

**f) Finance Working Group's Recommendations re Budget for 2023/24 and Resultant Precept** -

Members noted the Group's detailed and overall Proposed Expenditure recommendations, identified major priorities for the year together with a forecast of a very slight increase in the Council Tax Base (all circulated previously). They also noted advice from SLCC's National Finance Adviser for parish and town councils to delay setting their precepts until February in the current period of financial and political uncertainty. This approach may allow for a clearer idea of inflationary pressures and Govt's assurance that Council Tax capping will not be extended to such councils. Parish and town councils are also only obliged by law to set their precepts by 1 March prior to the start of the next financial year.

It was unanimously RESOLVED:

i) To Provisionally ACCEPT the Proposed Expenditure Budget of £126,060 for 2023/24, excluding projects to be funded from Council's reserves or other means eg developers' contributions,

ii) To Provisionally AGREE a resultant Precept of £117,800 for 2023/24, recognising this was a below-inflation increase of 3% (equating to an extra £1.72 on a Band D property) and that any shortfall would be made up from Council's reserves during the continuing challenging times.

iii) That the above figures are subject to review and confirmation at the Council's next Mtg on 6 February before they are submitted to EHDC.

**Action: Clerk to include review and confirmation of figures on Agenda for next Council Mtg**

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.01.23

**g) Grant Application from Rowlands Castle Youth Club** – Members noted the Application (circulated previously) and the budgeted funds available. It was unanimously RESOLVED to award the requested grant of £250 to the Club.

**Action: Clerk to inform the Club and include payment in January 2023 Schedule**

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office in December 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 Idsworth lavant was now running through the flood alleviation ditches despite one private landowner with riparian responsibilities having yet to clear those across their land.

**Action: Clerk to continue to liaise with Group**

**c) Update on Community Book Swap transfer to newly-arrived, traditional BT Kiosk** – The Clerk reported 'Book Exchange' signage had arrived, though the Admin Asst's research on suitable shelving units had been temporarily delayed due to illness. It was queried whether the door might be made easier to open. *Shelving had since been ordered and delivered.*

**Action: Admin Asst to investigate door opening and finalise 'Grand Opening'**

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 6 January 2023** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

**b) Temporary Road Closure of Prospect Lane** - The Clerk outlined the following planned closures (pedestrian and vehicle access to properties maintained), though start dates and times may vary:

- Prospect Lane from 16 January for 21 days for carriageway repair works
- Woodhouse Lane, Rowlands Castle from 23 January for 1 day to replace a pole.

**c) Report on Society of Local Council Clerks Hampshire Branch Mtg on 15 December** – The Clerk attended in part and a copy of her Note of the Mtg had been circulated previously

**Action: Clerk to include specified items on Agenda of next Council Mtg**

**d) Report on HCC's Hampshire Passenger Transport on-line Forum on 6 January** – Cllr Stanley attended and a copy of his Note of the Mtg is available upon request.

**11. Date of Next Meeting** – Monday 6 February 2023 in the Small Parish Hall, 11 Links Lane

*The Meeting ended at 9.35pm*

During the course of the Meeting (both part and whole) there were 2 members of the public (other than those listed as attendees at the top of Page 1) and no members of the Press in attendance.