

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 06.02.23

Monday 6 February 2023 at 7.00pm

The Small 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 Y Haggard, Cllr I Moore and Cllr B Wilson (in part – see Item 1)

Mrs G Whatley (Council's Admin Asst), D Cllr M Johnson (see Item 6), Mr M Ridge (see Item 7 c), and Mrs M Dombey and Mr A Eyres (see item 7 d) 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 Cllrs J Edwards, V Matthews and H Schneider. Apologies were also received from Ms C Newman (Council's Facilities Officer) and C Cllr M Harvey. It was also noted Cllr B Wilson would be arriving later due to another commitment as Governor of St John's Primary School.

2. To Receive any Declarations of Interest

Cllr Haggard stated she already had a published view on the Planning Application for Land adjoining 77 Links Lane (see Item 5) so would not participate in any vote on Council's response to the Application.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Council Meeting on 9 January 2023, 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 the time.

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.

21501/005 OUTLINE PLANNING APPLICATION FOR THE RESIDENTIAL DEVELOPMENT (CLASS C3) OF UP TO 4 NO. DWELLINGS WITH ASSOCIATED CAR PARKING, TURNING, LANDSCAPING, PRIVATE AMENITY SPACE AND ACCESS ARRANGEMENTS - EXTERNAL ACCESS NOT RESERVED
Land adjoining 77 Links Lane, Rowlands Castle

Members noted Cllr Wilson had reviewed the Application, along with Cllr Haggard, and thanked him for his comprehensive report thereon (circulated previously). EHDC had extended Council's deadline for comments to 7 February. It was noted: currently EHDC lacks a 5-year land supply, making speculative development more likely; there are various inadequacies/inaccuracies in the Application's Transport Note. At the invitation of the Chairman, members of the public and D Cllr Johnson spoke about the Application's proposals during which it was confirmed: the site was outside both the South Downs National Park (SDNP) and Settlement Policy Boundary (SPB), though it bordered both and there were precedents for building outside the SPB; the reasons for the refusal of a previous Application for the site in 1999, both at planning then Appeal stages, were not published but may be traceable by the Case Officer; proximity of the proposed access for 3 of the 4 properties to an awkward and visibility-compromised junction at Links Lane and Bowes Hill; EHDC Policy H9 (Area of Special Housing Character, Links Lane, Rowlands Castle) may still be applicable; Hampshire Highways is unlikely to spend much time commenting on this Application; this Outline Application has probably been submitted to gauge the likelihood of a full Application being permitted in the future.

It was RESOLVED (by 3 For and 1 Against) to OBJECT on the following grounds: access issues, housing density and need, proximity to SDNP and development of the countryside outside the SPB, with attention drawn to the inaccuracies and inadequacies of the Transport Note as well.

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21288/006 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

Further to consideration of a previous Application (see Minutes of Council's Mtg on 5 September 2022), it was noted Cllrs Ball and Edwards had reviewed this one too, which included the scaling-down of some aspects of the proposals from the previous one. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 24 January.

51680/003 Acknowledgement of Invitation to Speak at EHDC Planning Committee Meeting on 1
For Note Only February 2023 re Application for Approval of All Reserved Matters relating to Phase 1
... of Havant Thicket Reservoir Project ... and approval of [various] conditions ...
(Additional Drainage/Landscape Information Received 14.10.22)
Havant Thicket Winter Storage Reservoir, Manor Lodge Road, Rowlands Castle

Members noted the invitation, which had been declined on the grounds that Council had nothing further to add to its existing comments on the matter, other than to press for the need for adequate fencing to discourage unauthorised access to the Thicket.

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:

- His attendance at the aforementioned Planning Committee Mtg on Havant Thicket Reservoir, and EHDC's push for the 30mph speed restriction to be extended from the planned Land East of Horndean development along the B2149 to include the newly-constructed junction for the Reservoir;
- The previous joint Case Officer for the Application was now working for Portsmouth Water;
- The 2023/24 budget is being finalised and residents are likely to be "pleasantly surprised";
- His correspondence with the Head of Planning Enforcement over issues on a particular Comley Hill plot.
- Ongoing issues with waste, including missed collections and badly-left bins, with residents encouraged to report matters via EHDC's website <https://www.easthants.gov.uk/bin-collections>;

Whilst collections remain somewhat unreliable, members urged EHDC at least to adopt a 'cut off' period that could be published, after which bins could be brought in by residents to free-up pavement space.

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) Review of Council's current Code of Conduct and alternatives available for adoption – Members noted the Clerk's Briefing, Council's current Code and 2 potential alternatives from EHDC, as principal authority, and the Local Government Association's (LGA) Model (all circulated previously). It was unanimously RESOLVED to ADOPT the LGA's Model, particularly given its endorsement by the National Association of Local Councils. It was also noted that EHDC updated the format of its Register of Interest (RoI) forms earlier in 2022. It was AGREED that Council would ensure all members complete the updated forms once the elections in May 2023 had taken place.

Action 1: Clerk to finalise and publish the new Code, and inform EHDC

Action 2: Clerk to ensure all members complete new format RoI forms after elections in May 2023

b) Quotes for works to Rowlands Copse recommended in Arcadian Ecology's Report – Further to the specification for the works agreed by Council at its Mtg on 5 December 2022, members noted the 2 quotations received out of the 5 contractors invited to quote and the Clerk's Briefing thereon (all circulated previously). It was unanimously RESOLVED to commission Morton Pattison Ltd to undertake the majority of the recommended works, to the value of £4,580.40 + VAT, with a revised quote requested for the installation of bat boxes together with confirmation of the timescale for the pond planting. *A revised quote of £784.70 was later accepted by members.* It was AGREED to: Apply for C and D Cllr Community Grants in 2023/24; Defer the installation of interpretation panels and a boardwalk by the pond until 2024/25.

Action 1: Clerk to inform contractors of decision and liaise with successful one over works

Action 2: Clerk to apply for relevant grants in 2023/24

Action 3: Clerk to diarise to bring installation of panels and boardwalk to Council in 2024/25

Cllr Wilson joined during discussions on Item 7 b) but did not vote on the matter.

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c) Request to hold an annual short ceremony in Rowlands Castle for Armed Forces Day –

Members noted the request (circulated previously) from Mr Ridge, a local ex-serviceman and RBL co-ordinator, to hold an annual short ceremony on Armed Forces Day, similar to that held on The Green in 2022. At the invitation of the Chairman, Mr Ridge provided further details and confirmed he was happy to organise such an event with minimal assistance from the Parish Office. It was unanimously RESOLVED to grant the request, and to provide limited financial support for any musicians engaged for the event.

Action: Clerk to liaise with Mr Ridge accordingly re risk assessment

d) Request by Rowlands Castle Association (RCA) to hold Coronation May Picnic on The Green on Monday 8 May 2023 -

Members noted the RCA's request (circulated previously) to hold the annual Picnic a week later than the usual May Day Bank Holiday, to tie in with the celebrations of HM King Charles III's Coronation. At the invitation of the Chairman, Mrs Dombey and Mr Ayres provided further details, including plans to approach other village organisations for assistance. It was unanimously RESOLVED to: Grant the request, subject to the advance provision of the usual insurance and risk assessment documentation; Allocate £200 of Council's funds for the event, to be released on provision of evidence of expenditure.

Action: Clerk to liaise with RCA re documentation and release of funds

e) As Trustee of the Parish Hall CIO: – Review of remedial work for the Parish Hall arising from Fire Risk Assessment, and funding 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 £3,780 (VAT not applicable) from the Hall's funds on the specified contractor to carry out the fire safety works, which had been recommended by an expert in the field.

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

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

a) January 2023 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 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	245.08	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	84.98	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	28.16	Three Business	SIM card for Rec Ground CCTV system
IBT	250.00	Choices for Youth (RC Youth)	Grant for Healthy Eating Project
IBT	234.00	The Play Inspection Co Ltd	Quarterly operational inspection of Play Area
IBT	35.00	RC United Reform Church	Hall Hire for NPSG Mtg
IBT	7,792.80	Westcotec	Speed Indicator Devices with data software
IBT	109.44	X2 Connect Ltd	'Defibrillator' signs for BT Kiosk by Harvester
IBT	196.00	The Metal Foundry	Platinum Jubilee Plaque for Bus Shelter
DD	23.58	Rowlands Home Hardware	Admin, Rec, Hall + Lengthsman consumables
IBT	1,288.00	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
IBT	39.10	Mrs G Whatley, Admin Asst	Reimbursement: shelving + NPSG consum'bles
IBTs	5,230.64	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£15,586.46		

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	1,050.00	EHDC	Further release of s106 funds for pitch improvements to date
IBT	2,793.58	HMRC	VAT Repayment from October, November & December 2022
IBT	2,000.00	HCC	C Cllr's Community Grant for new Speed Indicator Devices
Total	£5,843.58		

b) Report on Council's Bank Accounts as at 31 January 2023, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

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Account	Balance
Current	£36,720.05 (<i>Reconciled balance of £35,396.39 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 £125,243 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) Review of Provisional 2023/24 Budget before Confirmation of same and Resultant Precept –

Since the provisional budget and resultant precept figures agreed by Council at its Mtg on 9 January 2023, members noted additional increases on grass-cutting/handyman/lengthsman fees, Office rent, Play Area quarterly operational inspections and CCTV costs, which equated to an overall budget increase of £1,880.

It was unanimously RESOLVED:

- To ACCEPT the Revised Expenditure Budget of £127,940 for 2023/24, excluding projects to be funded from Council's reserves or other means e.g. developers' contributions;
- To AGREE a resultant Precept of £118,942 for 2023/24, recognising this was a below-inflation increase of 4% (equating to an extra c £3 annually on a Band D property, compared to 2022/23) and that any shortfall would be made up from Council's reserves during the continuing challenging times;

In addition, it was AGREED to 'top up' funding in 2022/23 for Restricted Funds projects re defibrillators, planting at the Station and replacement of roses at War Memorial, with c £350 from general reserves.

Action 1: Clerk to submit Precept Requirement to EHDC and publish agreed Budget for 2023/24

Action 2: Clerk to 'top up' specified Restricted Fund projects

9. MATTERS FOR DISCUSSION:

a) **Summary of Residents' Dealings with Parish Office in January 2023** – 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) **Review after flooding and icy conditions in the Parish in January 2023** – Members noted the Clerk's reference to requests for grit bins on Finchdean Road and Diversion signage to help drivers and residents living in rural locations when particular roads are closed at short notice due to flooding. The Chairman referred to similar discussions he had with C Cllr Harvey. Cllr Donald stated the local Flood Action Group was likely to meet to review 'learning points' once the flooding had subsided. It was AGREED to:

- Lobby HCC for one grit bin to be installed on the pavement of Finchdean Rd, near the pedestrian entrance to Stansted Estate, with perhaps another further north along the Road if space is available;
- Press for more specific Road Closure and Diversion signage in future e.g. 'Road Impassable due to Flooding';

Council also expressed its gratitude to EHDC's Emergency Planning Team for its prompt and proactive approach during the recent flooding.

Action: Clerk to liaise with HCC and C Cllr re grit bins and future signage

c) **Update on Recreation Ground Playpark Project** – Members noted and thanked the Facilities Officer for her excellent Update (circulated previously). They also thanked the Admin Asst for her hard work in completing the Community Book Exchange on Deerleap Verge.

d) **Notification of works to Bridleway 24/Shipwrights Way/Prospect Lane Crossing Point** – Members noted the arrival of the Notification (circulated previously) barely a week before the unexpected works were due to start, and that the Clerk had asked for clarification as to whether the works were being funded from identified s106 monies. It was also noted the Cllr Harvey had attempted to delay the works to allow for a public consultation on the proposals but the late notice meant such a delay was unlikely.

e) **Notification of Application for a Definitive Map Modification Order to record a public footpath between FP15 and BW503b, Rowlands Castle** – Members noted HCC's call for evidence to support an Application originally made in 2009 for an additional public footpath and that the woods in question were part of a SINC. At the invitation of the Chairman, a member of the public commented a Parish Map of 1932 indicated a Footpath 14 which was no longer represented on the Definitive Map. It was AGREED to pass this information on to HCC. Residents are welcome to contact HCC direct on this matter as well.

Action: Clerk to pass on information to relevant HCC Officer

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10. MATTERS FOR INFORMATION:

- a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 3 February 2023** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.
- b) **Report on Havant Thicket Reservoir Interim Stakeholder Meeting on 11 January** - Cllr Stanley attended and a copy of his Note of the Mtg is available upon request.
- c) **Local Speedwatch Team's results from November and December 2022** – Members noted the results for November and December (circulated previously), copies of which will be kept with these Minutes.

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

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.

DRAFT