

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 06.03.23

Monday 6 March 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 J Edwards, Cllr Y Haggard, Cllr V Matthews, Cllr H Schneider and Cllr B Wilson (in part – see Item 1)  
D Cllr M Johnson (see Item 6) and Mr I Young (NPSG Chair – see Item 9 b) 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 accepted from Cllr I Moore, and also from C Cllr M Harvey. It was noted Cllr Wilson would be arriving later due to another commitment as a Governor of St John's Primary School.

### 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 6 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 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.

25999/010 SINGLE STOREY FRONT AND SIDE EXTENSIONS, INCREASE IN ROOF HEIGHT TO PROVIDE ACCOMMODATION IN ROOF SPACE & INSTALLATION OF TIMBER CLADDING

*Cypress Gate, Manor Lodge Road, Rowlands Castle, PO9 6BA*

Cllr Donald outlined the Application in accordance with his review (circulated previously). Members noted the proposals were similar to those of a previous Application for the property, to which Council objected (see Minutes of Council Mtg on 05/09/22) and which was later withdrawn. It was unanimously RESOLVED to OBJECT to this Application on similar grounds, including that the proposals would result in significant over-shadowing of one adjacent property and have an adverse impact on the access to another.

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35560/001 SINGLE STOREY REAR EXTENSION FOLLOWING DEMOLITION OF EXISTING SINGLE STOREY REAR EXTENSION

*Conifers, 37 Finchdean Road, Rowlands Castle PO9 6DA*

Cllrs Ball and Haggard outlined the Application in accordance with their review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION, though it was noted that the applicant did not appear to have displayed the required public notice of the Application on/near the boundary of the property.

57704/005 VARIATION OF CONDITION 17 OF 57704/001 TO ALLOW SUBSTITUTION OF APPROVED PLANS

*Land at, 31-37 Finchdean Road, Rowlands Castle*

On reviewing of the Variation documents, Cllr Donald could only find the original plans rather than any with the proposed changes. A response of OBJECTION had been submitted by the deadline of 17 February on the basis of being unable to review the plans in enough detail to make an informed decision.

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55562/012 Reserved Matters Application Pursuant to Outline Planning Permission 55562/005:  
For Note Only CONSENT FOR THE APPROVAL OF APPEARANCE, LANDSCAPING, LAYOUT,  
AND SCALE FOR 318 DWELLINGS, ASSOCIATED AND ANCILLARY  
INFRASTRUCTURE, LANDSCAPING AND SUSTAINABLE DRAINAGE SYSTEMS.  
THIS RESEVED MATTER APPLICATION ALSO SEEKS THE PARTIAL DISCHARGE  
OF CONDITIONS 4,7,8,10,11,12,13,15,16 AND 17 OF OUTLINE PLANNING  
PERMISSION 55562/005

*Development Land East of Horndean, Rowlands Castle Road, Horndean*

It was noted that Cllr Wilson had reviewed this Application and with the agreement of members, a response of OBJECTION on a number of grounds had been submitted by the deadline of 2 March.

**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 Hampshire County Council (HCC)-related matters:

- Thanks to the Flood Action Group for its work during the flooding, and the waters have now subsided and related signage has been removed; *It was noted some signage still remains around the Parish*
- Her Community Pot opens from 1 to 21 April for Coronation event grants only up to £1,000;
- The Lengthsman Scheme is set to continue for 2023/24;
- From 1 April 2023, responsibility for traffic management will revert to HCC from EHDC (see Item 9 f);
- HCC's portion of Council Tax for 2023/24 will increase by 4.9%, with 2% specifically for social care;
- HCC has presented a balanced budget by being prudent and drawing on reserves if necessary, given central government funding does not cover everything.

*Cllr Wilson joined the Meeting during the noting of the above Report.*

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

- The budget for 2023/24 has been approved with only a 2% increase, having identified several savings and benefited from various property investments over the last year;
- A major reorganisation of the waste collection service may alter the regular collection days for some residents and there will be a push to reduce/clear the garden waste waiting list;
- Parking enforcement will revert to HCC, as part of the overall traffic management function (see Item 9 f);
- The northern access to Havant Thicket Reservoir has been approved, with further road works soon;
- The main contractors for the Reservoir project have been appointed with work due to start in Spring '23;
- Southern Water's (SW) proposals to pump recycled effluent into the Reservoir have met with strong opposition, with Portsmouth Water stating that the proposals are not yet definite and Govt permission will be required, and SW needing to provide satisfactory evidence that its proposals are viable;
- The Big Spring Clean has been launched;
- He has forwarded further informative correspondence on one Comley Hill plot to senior officers.

Cllr Johnson noted suggestions that residents be compensated for the poor garden waste collection service. He also undertook to investigate latest developments on several planning enforcement matters.

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

**a) Joint SLCC/NALC/OVW/County Associations Civility and Respect Project, including Pledge –** Members noted details of the Project and Pledge (including the published statements associated with the latter) and the Clerk's Briefing thereon (all circulated previously). It was unanimously RESOLVED that Council would support the Project and sign up to the Civility and Respect Pledge.

**Action 1: Clerk to register Council's signing of the Pledge with SLCC/NALC and publish on website**

**Action 2: Clerk to review training programme for cllrs and staff**

**b) Repair Costs for item of Play Area equipment and implications thereon –** The Clerk explained the most recent quarterly operational inspection had high-lighted safety concerns for the largest item of equipment (aka the Godwin Austen). This was subsequently taken out of use whilst a quote was sought from the manufacturer for its repair, which had since been received in the sum of £2,376 + VAT. Council's handyman had estimated £1,000 to remove the item, including the hire of appropriate machinery, lawful disposal of materials and making good of the surface. In light of the planned overhaul of the whole Play Area, it was unanimously RESOLVED to remove the item asap on the grounds of health and safety.

**Action: Facilities Officer to schedule removal with Handyman as early as possible**

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c) **Preparations for May 2023 Elections for District and Parish Councillors** – Members noted the Clerk’s briefing on the elections on 4 May 2023, including the timetable, relevant nomination forms for candidates (those for parish councils must be submitted to EHDC by hand between 17 March and 4pm on 4 April) and other information (all circulated previously).

**Action: Those wishing to stand for election, complete relevant forms and submit by deadline**

d) **Implication for the Parish arising from the new Amazon Warehouse on New Lane, Havant** - Members noted Havant Borough Council’s Planning Committee had permitted the development of a large warehouse and vehicle distribution centre on New Lane, which had recently been revealed as a major hub for Amazon once a media black-out had been lifted. Members expressed major concerns about the traffic implications for the Parish as delivery drivers head north, and on the surrounding area in general. It was agreed to maintain contact with local action group, Havant Matters, and monitor the traffic situation once the hub opened.

**Action: Clerk and Cllr Wilson to liaise with Havant Matters as needed**

e) **Replacement of Bench outside The Fountain, dedicated to Peter Whiting** – Members noted the Clerk’s briefing (circulated previously) and the recommendation that, as part of Council’s continuing review of benches around the Parish, this one be replaced due to it having deteriorated beyond repair.

It was unanimously RESOLVED to:

i) Replace it with the same-style, low-maintenance 1800mm Avenue ‘seat’ as others around The Green (with recycled plastic slats and cast-iron seat ends), purchased from Neptune Street Furniture for £865 + VAT + delivery + installation costs;

ii) Once installed, reinstate the dedication plaque to Peter Whiting on the new bench.

**Action: Admin Asst to purchase bench and liaise with Handyman over installation and plaque**

f) **As Trustee of the Recreation Ground CIO: – Ratification of Fees for Sports Users for 2023/24 Season** - It was unanimously RESOLVED to ratify the Facilities Officer’s recommendations (circulated previously) with regard to fees for 2 sports users.

**Action: Facilities Officer to liaise with both clubs accordingly**

g) **Review of Council’s Risk Assessment Documentation** – Members reviewed the current documentation, noted the Clerk’s updates thereon (all circulated previously) and requested a few further amendments. It was unanimously RESOLVED to approve the updated Risk Register and Review of Internal Controls, now including further amendments.

**Action: Clerk to note for Annual Governance and Accountability Return**

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

a) **February 2023 Schedule of Payments, for authorisation** – Cllr Donald 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	245.08	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	87.79	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer’s mobile
IBT	35.00	RC United Reform Church	Hall Hire for NPSG Mtg
IBT	9.35	RCPHMC	Hall Hire for Playpark Project Steering Grp Mtg
IBT	6,720.00	Titchfield Tree Services Ltd	Tree maintenance work at Recreation Ground
DD	2.60	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	272.50	Mark Fay t/a SPS Electrical	Repairs to lighting for 2 <sup>nd</sup> accessway at Rec
DD	76.37	BNP Paribas Leasing Solutions	MFD Quarterly rental fee
IBT	210.00	David Somma t/a Microsomma	Hall laptop software renewal+remote IT support
IBT	41.69	Rowlands Home Hardware	Admin, Rec and Transport consumables
IBT	874.85	Exterior Living Rooms Ltd	Hedge cutting, Handyman & Lengthsman servs
IBT	127.45	Miss L Walker, Clerk	Reimbursement: NPSG costs + Office postage
IBT	6.99	Ms C Newman, Facilities Officer	Reimbursement: Admin consumables
IBTs	5,374.52	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>£14,113.87</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**

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A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	1,100.00	HCC	Lengthsman Scheme Grant for 2022/23

**b) Report on Council's Bank Accounts as at 28 February 2023, for acceptance** – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£23,406.63 ( <i>Reconciled balance of £22,382.52 accounting for payments not yet made/direct debits not yet take/cheques not yet presented</i> )
95-day Notice Account	£40,457.25
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 £118,151 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office in February 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) Update from Rowlands Castle Neighbourhood Plan Steering Group** – At the Chairman's invitation, Mr Young addressed the Mtg. Members noted and thanked him for his update (circulated previously), a copy of which will be kept with these Minutes. Members also noted the Community Aspirations Report (also circulated previously) detailing those comments by residents not covered under the terms of the Plan, many of which Council is already aware. Members were encouraged to read the Report, noting it would have to be within the context of Council's limited powers in some of the matters.

**Action 1: Clerk to publish Update on Council's website**

**Action 2: Cllrs to read and comment on Report, and Clerk to publish it on Council's website**

**c) Annual Parish Meeting (APM), provisionally scheduled for 24 April 2023** – Members noted there were no particular topics to bring to residents' attention at present and therefore it was unlikely Council would convene an APM (which is not a meeting of the Parish Council) this year, though individual cllrs and/or residents are at liberty to do so and a venue is available thereon.

**Action: Clerk to liaise with Parish Hall over booking thereon**

**d) South Downs Local Plan Review – Evidence Gathering** – Members noted information on the Review (circulated previously). It was AGREED to complete a Settlement Facilities Assessment for Finchdean, as the only Parish settlement of the appropriate size within the South Downs National Park, by the deadline of 6 April 2023.

**Action: Clerk and Admin Asst to complete form for circulation prior to submission**

**e) HCC's Consultation on draft Guidance on Planning Obligations and Infrastructure Guidance** – Members noted information on the Consultation (circulated previously). It was AGREED not to submit a response, unless Cllr Wilson's review of the Highways and Transport element proved otherwise.

**Action: Cllr Wilson to review relevant section(s) and advise other members thereon**

**f) Transfer of On-Street Parking Enforcement and Traffic Management Functions from EHDC to HCC as from 1 April 2023** – Members noted information on the Transfer (circulated previously) and queried the rationale for this change.

**Action: Clerk to publish relevant post on Council's website**

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 3 March 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 Stakeholder Advisory Group Meeting on 22 February** - Cllr Stanley attended and a copy of his Note of the Mtg is available upon request. Mindful of the recent flooding, some members queried whether it would be feasible to collect and channel any flood waters into the Reservoir in future. The Clerk undertook to research any suitable experts on the matters.

**Action: Clerk to investigate suitable expert(s) potentially to report on feasibility**

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- c) **Temporary Road Closures (Partial and Full) in the Area** – The Clerk outlined the following planned closures (pedestrian and vehicle access to properties maintained), though start dates and times may vary:
- B2149 from 9 to 22 March to complete Northern Access Route for Havant Thicket Reservoir
  - Finchdean Rd from 6 March for 2 nights to complete underground cabling works
  - Finchdean Rd from 14 March for 4 days to undertake carriage resurfacing works
  - South Lane from 13 March for 3 days for Openreach pole repair/replacement works

**11. To pass a Resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussions regarding employment matters where publicity might be prejudicial to the special nature of the business.**

It was unanimously RESOLVED to pass the Resolution though no members of the public remained at the Mtg at this point.

*Although the bulk of the discussion under Item 12 will remain the subject of a separate Confidential Note, the following is to be publicly minuted.*

**12. To Receive a Report on Employment Matters relating to the RC Parish Neighbourhood Plan and Parish Hall, and Agree Action thereon**

It was unanimously RESOLVED to:

- Pay the Administrative Asst in respect of additional hours necessarily worked since June 2022 as the Administrative Support to the NPSG, as the Neighbourhood Plan was being finalised, including preparation for public consultations prior to the Plan being passed to EHDC and SDNPA;
- Pay the Parish Hall Administrative Officer in respect of additional hours necessarily work in February 2023 on various tasks;
- Delegate authority to the Clerk and Cllr Ball to pay any further additional hours necessarily works by the Parish Hall Administrative Officer over the next 5 months ie March to July inclusive.

**Action 1: Clerk to add agreed sums to respective employee's salary payments for March**

**Action 2: Clerk, Cllr Ball and Hall Administrator to liaise re additional hours during specified period**

**13. Date of Next Meeting** – Monday 3 April 2023 in the Small Parish Hall, 11 Links Lane

*The Meeting ended at 9.30pm*

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.