

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 12.06.23

Monday 12 June 2023 at 7.00pm

The Meeting Place, The Church on The Green, Rowlands Castle PO9 6AB  
*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 V Matthews, Cllr I Moore and Cllr B Wilson.

C Newman (Council's Facilities Officer), D Cllr Maines and PCSO Toogood were also present in part.

## MINUTES:

Taken by Ms L Walker (Clerk to the Council)

### THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

The Chairman welcomed newly-elected District Cllr Charlene Maines to the Meeting.

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

Apologies were received and agreed from Cllr J Edwards. 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 Council Meetings on 11 May 2023, together with a Written Update on the Progress of Resolutions from Meetings

The Minutes of both the Annual and Full Council Meetings (both circulated previously) were unanimously CONFIRMED as accurate records and both 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 kept with these Minutes.

#### 4. OPEN FORUM – Limited to 15 minutes in total and a max 3 mins for each individual speaker

The Chairman welcomed local PCSO Toogood to the Meeting. There followed discussion on the following:

- Drivers speeding and enforcement thereon, particularly in the south of the Parish;
- Unauthorised off-road motorbiking causing disturbance and hazard, especially in Havant Thicket;
- Outcome of recent measures to address anti-social behaviour and worse at the Recreation Ground.

PCSO Toogood explained the duties of her role and the extent of the area she covers. She stressed the importance of a multi-agency approach to some issues. She also emphasised the need to report crimes, anti-social behaviour and other suspicious activity to inform the police's visits/patrols. She undertook to investigate whether the Council could be given access to anonymised data from police speed enforcement sessions.

**Action: PCSO Toogood to liaise with the Clerk re access to data**

#### 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.*

26745/002 NEW PITCHED ROOF OVER EXISTING SINGLE STOREY ELEMENT OF DWELLING, CONVERSION OF GARAGE TO HABITABLE ACCOMMODATION AND NEW STORE BUILDING

*26 The Fairway, Rowlands Castle, PO9 6AQ*

Cllr Matthews outlined the Application in accordance with her review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION. It was noted there appeared to be some confusion between the name of the applicant for the Planning Application and the related CIL documentation.

51678 TWO STOREY SIDE EXTENSION

*6 Blackcap Close, Rowlands Castle, PO9 6HD*

Cllr Haggard outlined the Application in accordance with Cllr Edwards's and her review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

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24208/014 PROPOSED FIRST AND SECOND FLOORS TO ACCOMMODATE 2 FLATS WITH ADDITIONAL TWO STOREY BLOCK TO REAR INCORPORATING A STAIRWELL  
*5 The Green, Rowlands Castle, PO9 6BW*

Members noted Cllr Edwards review of the Application (circulated previously) and EHDC's published concerns re drainage and ecological matters. It was unanimously RESOLVED to make NO OBJECTION, but to raise the following issues and request that if the Application was permitted, conditions should be included to address them including provision of a Construction Method Statement:

- With parking already at a premium in the village centre, no provision for residents' parking had made within the Application, contrary to EHDC's own policies and SPD;
- The impact the building phase was likely to have on the village centre;

37403/001 SINGLE STOREY EXTENSION AND ALTERATIONS TO EXISTING DWELLING  
*20 College Close, Rowlands Castle, PO9 6AJ*

Cllr Ball outlined the Application in accordance with his review (circulated previously). It was RESOLVED (by a majority of 6 For and 1 Abstention) to make NO OBJECTION.

For Note Only FIRST FLOOR WINDOW IN NORTH ELEVATION  
60054 *6 Oak Tree Close, Rowlands Castle, PO9 6FB*

It was noted Cllr Matthews had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 6 June.

For Note Only DETACHED GARAGE  
51135/002 *42 Mallard Road Rowlands Castle, PO9 6HN*

It was noted Cllr Ball had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 6 June.

For Note Only REAR, SIDE AND TWO STOREY EXTENSION WITH ALTERATIONS TO FLOOR  
59650/001 PLANS AND REPLACEMENT SIDE ROOF DORMER  
*10 Hazeldean Drive, Rowlands Castle, PO9 6DH*

It was noted Cllr Donald had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 7 June.

**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 kept with these Minutes) on the following Hampshire County Council (HCC)-related matters:

- Her congratulations and thanks to the newly-elected/co-opted members of the Parish Council;
- Plans to now fill potholes by area and her hopes that Rowlands Castle will be prioritised;
- The importance of residents reporting issues to HCC on-line via <https://www.hants.gov.uk/>;
- Her hopes now that HCC is responsible for parking/traffic enforcement that this will be improved within the Parish.

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

- She has allocated a 3-month 'settling in' period, and had a good handover from former D Cllr Johnson;
- She has joined EHDC's committees on domestic abuse, community safety and community engagement;
- The recent elections saw a 'shake up' at EHDC
- She had an informal meeting with the Clerk and is keen to work with RCPC and its members.

Members wished her luck in her new role.

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

### a) Report on Playpark Project Steering Group's Recommendations on Awarding of Tender –

Members noted the Facilities Officer's paper (circulated previously) on the Group's process, including details of the criteria, weighting, moderation and scoring on which each tender submission had been assessed, and the Group's recommendation on the awarding of the tender thereon. The Facilities Officer and other Group members answered queries from cllrs.

The Group in general, and the Facilities Officer in particular, were thanked for their diligent approach to the Project which will benefit the children of the Parish.

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In line with the Group's recommendation, it was unanimously RESOLVED to award the contract to ESP School Playground Equipment t/a ESP Playparks at the quoted price of £98,000 + VAT, subject to due diligence checks on the company and following up of references. *ESP has since passed said checks and references have been very positive. The contract figure has since been reduced to £96,000 to account for some slight amendments in the design.* The Facilities Officer also undertook to review insurance arrangements after recent vandalism and anti-social behaviour at the Recreation Ground.

**Action 1: Facilities Officer to inform all companies which submitted tender of the outcome**

**Action 2: Facilities Officer to review insurance arrangements during/after installation of Playpark**

**b) South Downs National Park Authority Parish Representatives Elections** - Members noted the nomination forms (including election statements) from the 3 candidates standing for the Parish Representative for East Hampshire on SDNPA and unanimously AGREED Council's vote for the ballot.

**Action: Clerk to complete necessary paperwork and return to HALC by the deadline of 23 June**

**c) Funding for Further Proposals for Increasing Biodiversity in Rowlands Copse** – Members noted the Clerk's comments (circulated previously) and that both the local County and District Councillors' Community Grants were now open for Applications for 2023/24. It was unanimously RESOLVED to:

- i) Apply for the £1,000 of the District Cllr's Grant specifically allocated for environmental projects to help fund the c £4,000 of recommended works to the Copse scheduled for the current year;
- ii) Apply for £2,000 from the County Cllr's Grant for the Playpark Project (see Item 7 a).

**Action: Clerk to submit the appropriate Application Forms to each party**

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

**a) May 2023 Schedule of Payments, for authorisation** – Cllr Wilson 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	269.34	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	112.31	Focus Group	Monthly fee for Office phone and broadband
DD	33.96	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	13.20	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	50.00	CPRE	Annual subscription from May 2023
IBT	35.00	Rowlands Castle URC	Hall Hire for Full Council Mtg
IBT	3,798.00	Southern Ground Care Ltd	3 <sup>rd</sup> phase, Year 2 of pitch improvement works
IBT	355.14	Prospect Gas Ltd	Repairs to water fountain and inside Pavilion
IBT	76.37	BNP Paribas Leasing Solutions	MFD Quarterly rental fee
IBT	19.20	RCPHMC	Hall Hire for Playpark Project Mtgs
IBT	1,442.03	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman servs
DD	13.17	Rowlands Home Hardware	Admin and Rec Ground consumables
IBT	181.32	Miss L Walker, Clerk	Reimbursement: Tree guards and sundries
IBTs	5,581.77	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>£11,980.81</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	£1,050.00	EHDC	Further release of s106 funds for pitch improvements to date
IBT	£50.00	Resident	Donation towards bench maintenance
IBT	£12,586.14	EHDC	Release of CIL Neighbourhood Portion as at 31 March 2023
<b>Total</b>	<b>£13,686.14</b>		

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

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Account	Balance
Current	£54,963.94 ( <i>Reconciled balance of £53,471.76 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	£15,240.66
In total, Council currently holds reserves (restricted and unrestricted) of c £? including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

**c) Review of Council's Restricted Funds and Banking Arrangements for Reserves** – Members noted the Clerk's Briefing (circulated previously). It was unanimously RESOLVED to:

- i) In accordance with Council's internal auditor's advice, invest the minimum of £25,000 in the CCLA's Public Sector Deposit Fund as soon as possible, with further deposits as funds became available;
- ii) Make the agreed changes to the Restricted Funds currently held by Council, releasing some funds back to General Reserves.

**Action 1: Clerk to open an account with PSDF and deposit agreed funds**

**Action 2: Clerk to make agreed changes to Restricted Funds and release funds as appropriate**

**d) Grant Application from Hampshire & Isle of Wight Victim Support** – Members noted the Application (circulated previously) and the budgeted funds available. It was unanimously RESOLVED to award the requested grant of £100.

**Action: Clerk to include in June Payment Schedule**

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office from mid-May to mid-June 2023** – The Administrative Officer's Summary (circulated previously) was noted, a copy of which will be kept with these Minutes. Some items were discussed in more detail at the Meeting.

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 9 June 2023** – The Administrative Officer's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

**b) Update on Rowlands Castle Parish Neighbourhood Plan** – This Item was deferred, pending major progress on the draft Plan, hopefully in time for Council's next Mtg.

**Action: Clerk to include Item on Agenda for July Mtg, if appropriate**

**c) Local Speedwatch Team's Results for March, April and May 2023** – Members noted the results, copies of which will be kept with these Minutes.

**11. Date of Next Meeting** – Monday 17 July 2023 in the Parish Hall, 11 Links Lane, Rowlands Castle

*The Meeting ended at 8.50pm*

During the course of the Meeting (both part and whole) there were 2 members of the public and no members of the Press in attendance.