

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 04.09.23

Monday 4 September 2023 at 7.15pm (start delayed from 7pm due to unforeseen circumstances)

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 I Moore and Cllr B Wilson.

Mr I Young (Chair of Neighbourhood Plan Steering Group – see Item 9 b) was also present in part.

MINUTES:

Taken by Ms L Walker (Clerk to the Council)

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

Death of former Parish Cllr David Harvey in late July 2023

The Chairman paid tribute to David's dedicated contribution during his 6 years as a parish councillor from June 2005 to May 2011, chairing the Council for 5 of those years. The Chairman and Clerk attended his funeral in late August.

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

No apologies had been received before the Meeting. *Apologies were received after the Meeting from Cllr M Harvey and D Cllr C Maines, both of whom had been unable to attend due to separate, unforeseen circumstances.*

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 Meeting on 17 July 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.

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

There were no comments from those members of the public present at this point. Members acknowledged recent correspondence from resident, who expressed their consternation at the decision to permit an outline planning application for land adjacent to 77 Links Lane. It was noted the Council had also objected to the Application on a number of grounds. EHDC's Planning Committee had little choice but to grant permission given the application concerned access to a proposed development, to which Hampshire Highways (the responsible authority) had made no objection. The Clerk undertook to draft a reply to the residents.

Action: Clerk to draft reply for approval prior to sending

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.

SDNPA/23/
03148/LIS TO REPLACE ALL 5 FRONT SASH WINDOWS - 2 DOWNSTAIRS AND 3 UPSTAIRS.
REPLACE 3 UPSTAIRS WINDOWS AT REAR OF PROPERTY. REPLACE THE FRONT
DOOR AND EXTERNAL FRONT PORCH. PAINT ALL EXTERIOR WALLS IN
SAME/SIMILAR EXISTING COLOUR - CREAM

The Limes, Finchdean, Rowlands Castle, Hampshire, PO8 0AU

Members noted Cllr Haggard's verbal review of the Application and thanked her. It was unanimously RESOLVED to make NO OBJECTION.

30344/003 SINGLE STOREY SIDE EXTENSION INCORPORATING EXISTING GARAGE WITH
For Note Only CONVERSION

18 Bowes Hill, Rowlands Castle, PO9 6BP

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 3 August.

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59533/001 SINGLE STOREY SIDE/REAR EXTENSION
For Note Only 27 Oaklands Avenue, Rowlands Castle, PO9 6BQ

It was noted Cllr Edward had reviewed this Application and recommended no objection be made, though an admin error had resulted in no comments having been submitted by the deadline.

38657/003 DETACHED DWELLING, HARD AND SOFT LANDSCAPING TOGETHER WITH ON-
For Note Only CURTILAGE PARKING AND DRAINAGE
61 Links Lane, Rowlands Castle, PO9 6AF

It was noted Cllr Donald 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 9 August.

26978/019 Application for Works to Trees Subject to a Tree Preservation Order: T1 - SWEET
For Note Only CHESTNUT: COPPICE TO GROUND LEVEL, WORKS REQUIRED FOR GENERAL
MAINTENANCE OF THE TREE, TO ALLOW COPPICING REGROWTH, AND TO
ALLOW LIGHT INTO THE BUILDING
Spire Portsmouth Hospital, Bartons Road, Rowlands Castle, PO9 5NP

It was noted members had reviewed this Application and with their agreement, a response of NO OBJECTION had been submitted by the deadline of 4 August.

51021/003 SINGLE STOREY REAR EXTENSION AND CONVERSION OF GARAGE TO
For Note Only HABITABLE ROOM WITH WINDOWS IN PLACE OF GARAGE DOORS TO FRONT
ELEVATION

and and

51021/004 DETACHED CARPORT AND WORKSHOP TO REAR
For Note Only Oakwood, Manor Lodge Road, Rowlands Castle, PO9 6BA

It was noted Cllr Ball had reviewed these related Applications and with the agreement of members, a response of NO OBJECTION to both had been submitted by the deadline of 9 August.

55206 SINGLE STOREY REAR EXTENSION FOLLOWING DEMOLITION OF EXISTING
For Note Only SINGLE STOREY REAR EXTENSION & REMOVAL OF CHIMNEY STACK
54 The Green, Rowlands Castle, PO9 6AB

It was noted Cllr Edwards had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 15 August.

60136 SINGLE STOREY REAR EXTENSION AND FRONT EXTENSION FOLLOWING
For Note Only DEMOLITION OF EXISTING CONSERVATORY, UTILITY ROOM AND SINGLE
STOREY FRONT EXTENSION
12 Uplands Road, Rowlands Castle, PO9 6BU

It was noted Cllrs Haggard and Matthews had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 24 August.

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:

Neither County Cllr M Harvey nor District Cllr C Maines were present (see Item 1) and no reports had been sent in their absence.

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

a) Recreation Ground:

▪ **Potential upgrade of doors to publicly-accessible WCs off Pavilion** – Further to a decision at the previous Council Mtg in July, it was AGREED to defer this Item because the Facilities Officer still awaited a substantive response from Council's insurer.

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

▪ **Servicing of and repairs to various items of Outdoor Gym equipment** – Members noted the Facilities Officer's Briefing, as detailed by the Clerk at the Meeting, including recommendations from recent inspections. It was unanimously RESOLVED to:

i) Commission the original manufacturer, Fresh Air Fitness, to carry out a full service of the equipment at a cost of £447.00 + VAT, which would rectify the majority of the minor issues identified;

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ii) Given the costs involved and the low/moderate risk of the issues identified, to defer the recommended repair of the double air skier and replacement of the double rower to the next financial year to enable Council to budget accordingly.

Action 1: Facilities Officer to commission full service

Action 2: Clerk to ensure costs factored into budget for next financial year ie 2024/25

▪ **Request by RCA to hold 2023 Fireworks Display at the Ground on 4 November 2023** – Members noted the details of the request, including the wish to provide low-level music before the Display to add to the atmosphere and a small increase in authorised spectator numbers. It was unanimously RESOLVED to:

- Grant permission to hold the event, subject to a Hirer's Agreement, similar to those in previous years;
- Allow music at low-level amplification for this year only and gauge feedback thereon for future;
- Permit the maximum number of attendees to be increased from 2350 to 2500, subject to a check by Cllr Ball of the rationale for the original limit of 2,350.

Action: Clerk and Cllr Ball to liaise with RCA, including completion of Hirer's Agreement

b) The Green:

▪ **Treatment(s) to improve the appearance of The Green** – Members noted the grass cutting contractor's report on the predominance of weeds in some areas of The Green. It was unanimously RESOLVED to commission Southern Groundcare Ltd, which had undertaken successful treatments to improve the pitches at the Recreation Ground in recent years, to undertake a weed-and-feed treatment of The Green within the recommended next month or so at the estimated cost of £600.00 + VAT. It was AGREED to defer any other treatments (eg Verti-draining) to a later date and obtain quotes thereon.

Action: Clerk to commission specified treatment

▪ **Unauthorised parking on The Green** – Members noted the Clerk's Briefing (circulated previously), particularly given recent incidents of prolonged parking on The Green. Members debated the matter noting: the legislation and bye-laws applicable to this land; the issues of enforcement and implications for legal action; the costs of installing obstacles to discourage such parking whilst maintaining the attractiveness and accessibility of the area. It was AGREED to monitor the situation for future reference and possible action.

Action: Clerk and cllrs to monitor for possible future re-visiting of issue

c) **Safeguard Policy for Council** – Members noted the Admin Officer's draft Policy (circulated previously) based upon SLCC's Model Template and variations by several other parish councils. Council's Facilities Officer had since added comments with a view to developing the Policy further. It was unanimously RESOLVED to adopt the current draft Policy as an interim measure, pending a further review.

Action: Clerk to finalise and publish the Policy and liaise with Facilities Officer over review

d) **Review of Council's insurance cover from 1 October 2023** – Members noted that Council was about to enter the third year of a 3-year Long Term Agreement with Zurich Municipal Insurance. The premium for the forthcoming year represents a £155.97 (c 8%) rise on the previous year however the value of some Council assets has increased (eg new Playpark equipment) and Council has had to make some claims in recent months. The premium of £2005.95 was AGREED, as was the allocation of a further £100 in case the Clerk's forthcoming review of assets resulted in a further rise in premium

Action: Clerk to pay premium for forthcoming year and review assets accordingly

e) **Spending of Developers' Transport Contributions, held by Hampshire County Council (HCC)** – Members noted HCC's Feasibility Study and recommendations thereon, helpfully forwarded by C Cllr Harvey to the Parish Office. They also noted several members' comments plus Cllr Wilson's paper on the subject (all circulated previously). A confirmed date for the suggested meeting between HCC officers, C Cllr Harvey and representatives of the Parish Council is awaited. In the meantime, members stated they were keen to work with Cllr Harvey on this matter and AGREED a Working Group comprising Cllrs Edwards, Moore and Wilson plus the Clerk should meet to consider the recommendations in more detail.

Action: Clerk to arrange Meeting of Working Group and supply relevant documents thereon

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

a) **July & August 2023 Schedule of Payments, for authorisation** – Members noted Cllr Wilson had previously reviewed and confirmed the invoices relevant to the July Schedule, which had subsequently been signed by him and Cllr Edwards. Cllr Donald stated he had reviewed and confirmed the invoices relevant to the August Schedule. It was unanimously RESOLVED to AUTHORISE both Schedules (both circulated previously), and the August Schedule was then signed by the 3 signatories present.

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A list of payments is included below (incl VAT where appropriate, which is reclaimable by the Council):

JULY 2023:

Method	Amount £	Payee	Reason
DD	269.34	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	101.04	Focus Group	Monthly fee for Office phone and broadband
DD	19.04	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	13.20	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	20,000.00	ESP Scotland Ltd t/a ESP Play	Part-deposit payment for Playpark Project
IBT	90.00	John Slater Planning Ltd	Neighbourhood Plan, further expert advice
IBT	100.00	Mark Fay t/a SPS Electrical Cntrs	Inspection and repairs of electrics on Green
IBT	99.00	RC Parish Hall	Hall Hire for training + various mtgs
IBT	1,799.82	Quality Land Services Ltd	Litter/dog waste collection April to June '23
IBT	547.14	Wel Medical Ltd	Replacement batteries for Parish defibrillators
DD	35.00	Information Commissioner's Offc	ICO Data Protection Registration Renewal
IBT	1,020.00	Southern Groundcare Ltd	4 th phase, Year 2 of pitch improvements works
IBT	4,380.00	Titchfield Tree Services Ltd	Recommended works to trees in R Copse
IBT	1,518.31	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman servs
DD	7.06	Rowlands Home Hardware	Admin and Rec Ground consumables
IBT	8.80	Cllr C Stanley	Travel Expenses
IBT	20.00	G Whatley, Admin Officer	Reimbursements
IBT	7.25	C Newman, Facilities Officer	Reimbursements
IBT	3.75	L Walker, Clerk	Reimbursements and Travel Expenses
IBTs	5,613.60	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£35,652.35		

AUGUST 2023:

Method	Amount £	Payee	Reason
DD	269.34	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	101.04	Focus Group	Monthly fee for Office phone and broadband
DD	20.40	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	13.20	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	37,000.00	ESP Scotland Ltd t/a ESP Play	Balance-deposit payment for Playpark Project
DD	5.88	Management Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	190.00	East Hampshire District Council	Admin charge: Uncontested elections May '23
IBT	504.00	BDO LLP	External Auditor Fee for y/e 31 March 2023
DD	76.37	BNP Paribas Leasing Solutions	MFD Quarterly Rental Fee
IBT	55.20	By The Sea Ltd t/a UK Flyers	Banner for Neighbourhood Plan Referendum
IBT	234.00	The Play Inspection Co Ltd	Quarterly Operational Inspection, Play Area
IBT	120.00	Southern Groundcare Ltd	Rec Ground: New lining of Junior 9 x 9 pitch
IBT	25,000.00	CCLA Public Sector Deposit Fnd	Opening Transfer
IBT	2,081.15	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman servs
DD	2.84	Rowlands Home Hardware	Rec Ground consumables
IBTs	5,582.43	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	71,255.85		

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 in July & August 2023 is included below:

Method	Amount £	Payer	Reason
Various	140.00	Other PCs	Places at Planning Training Event on 22 June 2023
IBTs	7,363.58	HMRC	VAT Repayments for April, May, June & July 2023
IBT	850.00	EHDC	Further Release of s106 funds for pitch improvements to date
IBT	1,100.00	HCC	Lengthsman Scheme Grant for 2023/24
IBT	41,063.00	C & C	Transfer from 95-day Notice Acc with Cambridge & Counties Bank
IBT	56,437.01	Un Trust	Transfer from 100-day Notice Acc with United Trust Bank
IBT	600.00	EHDC	D Cllr's Community Grant for Defib batteries and CPR Training

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

Account	Balance
Current	£50,348.34 (<i>Reconciled balance of £48,023.29 accounting for payments not yet made/direct debits not yet take/cheques not yet presented</i>)
95-day Notice Account	NIL (Balance withdrawn for Playpark Project – see Item 8 a)
100-day Notice Account	NIL (Balance withdrawn for Playpark Project – see Item 8 a)
2-Yr Fixed Rate Bond	£15,240.66
Public Sector Deposit Fund	£25,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £70,087 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) External Auditor's Review of Annual Governance & Accountability Return to year ended 31 March 2023 – Members noted the auditor's Review and subsequent Report and Certificate of 14 August 2023, noting no matters of concern had been raised. They expressed their thanks to the Clerk, who undertook to publish the Certificate and a Notice thereon, as required before the deadline of 30 September.
Action: Clerk to publish Certificate and Notice by deadline

9. MATTERS FOR DISCUSSION:

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

b) Update on Rowlands Castle Parish Neighbourhood Plan – At the Chairman's invitation, Mr Young addressed the Meeting. Members noted and thanked him for his Update (circulated previously, a copy of which will be kept with these Minutes). Arrangements for the Referendum on the Plan are similar to that of local elections. It will be held on Tues 19 September in the Parish Hall, with Parish residents able to cast their votes between 7am and 10pm, and otherwise by post or proxy; photo ID is required. The Plan and relevant documents can be accessed via EHDC and RCPC's websites, as well as hard copies in the Parish Office.
Action: Clerk to publish Update on Council's website

c) Update on Council's Application to EHDC's Speedwatch Camera Initiative - Members noted the Clerk had submitted an application (circulated previously) by the deadline of 1 September for 3 average-speed cameras. If successful, the cameras would be located on the southbound carriageway of Manor Lodge Road (MLR), given applicants had to focus on one road and one direction only. MLR was chosen on the basis of road usage data and the recommendations of a local Speedwatch volunteer. It was acknowledged the issue of speeding was widespread and that similar measures could be rolled out across the Parish, subject to cost and resources required to effectively manage the Council's existing and any future speeding-monitoring devices. It was noted only the police have the power to enforce speeding so any measures must focus on encouraging the police to increase activity in this area.
Action: Clerk to continue to pursue measures to discourage speeding in the Parish

d) Local Speedwatch Team's Results for June and July 2023 – Members noted the results, copies of which will be kept with these Minutes. It was noted the Team had re-commenced sessions on M Lodge Rd.

e) HCC's Consultation on its proposals for a new direction for in-house residential and nursing care for older adults – Members noted the information about the Consultation and AGREED to bring it to the attention of residents.
Action: Clerk to publish details about the Consultation

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 1 September 2023 – The Administrative Officer's Schedule (circulated previously) was noted. A copy will be kept with these Minutes.

b) Portsmouth Water's Update re Havant Thicket Reservoir on 16 October 2023 – Cllr Stanley stated the Project Director for the Reservoir would be giving an update presentation in the Parish Hall the evening of Mon 16 October 2023, including a Q & A session. Refreshments would be supplied and further information will follow.

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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 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 Recreation Ground and Agree Action thereon

It was unanimously RESOLVED to:

- i) Pay the Council's Groundsman in respect of additional hours necessarily worked in May, June & July 2023 on various tasks;
- ii) Delegate authority to the Clerk and Cllr Ball to pay any further additional hours necessarily worked by the Groundsman up until 31 March 2024 ie the end of the current financial year.

Action 1: Clerk to add agreed sum to Groundsman's salary payment for September
Action 2: Clerk, Cllr Ball and Groundsman to liaise re any further additional hours worked

13. Date of Next Meeting

Monday 2 October 2023 in the Parish Hall, 11 Links Lane, Rowlands Castle

The Meeting ended at 9.30pm (NB: later start)

During the course of the Meeting (both part and whole) there was 1 member of the public and no members of the Press in attendance.