

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 02.10.23

Monday 2 October 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 V Matthews, Cllr I Moore and Cllr B Wilson.

G Whatley (RCPC Administrative Officer) and C Newman (RCPC Facilities Officer) were also present.

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 J Edwards. Apologies were also received from Cllr M Harvey. *Apologies were received after the Meeting from D Cllr C Maines.*

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 4 September 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

A resident asked whether the pillar near 22 Redhill Rd, that had remained after Stansted College had been demolished long ago and which had more recently been renovated, was protected in any way. The Council's Administrative Officer confirmed it was listed as a non-designated heritage asset in both the Rowlands Castle Neighbourhood Plan and by EHDC.

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.

26224/004 CONSTRUCTION OF A NEW FOUR BEDROOM TWO STOREY DWELLING (WITH ROOM IN LOFT SPACE) AND ASSOCIATED PARKING GARAGE AND ACCESS FROM HIGHWAY

127 Finchdean Road, Rowlands Castle, PO9 6EN

Cllr Stanley outlined the Application, which he and Cllr Haggard had considered. Members noted Cllr Stanley's review and draft response (both circulated previously). It was unanimously RESOLVED to OBJECT on the grounds detailed in the draft, amended to include elements raised by Cllr Wilson and reference to speeding issues in the vicinity of the property including a recent collision nearby.

60199 TWO STOREY SIDE EXTENSION FOLLOWING DEMOLITION OF EXISTING SINGLE STOREY GARAGE

27 Bowes Hill, Rowlands Castle, PO9 6BP

Members noted Cllr Edwards's review of the Application (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

37403/002 DETACHED OUTBUILDING

20 College Close, Rowlands Castle, PO9 6AJ

Cllr Ball outlined the Application in accordance with his review (circulated previously). Members noted the Application had been submitted to resolve an omission from Application 37403/001. It was RESOLVED (by a majority of 6 For and 1 Abstention) to make NO OBJECTION.

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59285 SINGLE STOREY SIDE EXTENSION
43 Woodlands Avenue, Rowlands Castle, PO9 6FA

Cllr Moore outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

SDNP/23/
03867/TPO BEECH - REDUCE HEIGHT BY 4 METRES FROM 19 METRES TO A FINISHED HEIGHT OF 15 METRES. REDUCE SPREAD OF TREE FROM 13 METRES BY 3 METRES, LEAVING A FINISHED SPREAD OF 10 METRES. CROWN LIFT FROM BASE BY 6.5 METRES

Site of Garage Block at Idsworth House, Treadwheel Road, Idsworth

Cllr Haggard outlined the Application in accordance with her review. It was unanimously RESOLVED to make NO OBJECTION.

56745/002 Application for Consent for Works to Trees Subject to a Tree Preservation Order:
For Note Only REMOVAL OF 1 NO. OAK TREE (T7) AND POLLARDING OF 1 NO. OAK TREE (T8) (LAND AT OAKLANDS, REDHILL ROAD, ROWLANDS CASTLE) (E.H.818) TREE PRESERVATION ORDER
19 Oaklands Avenue, Rowlands Castle, PO9 6BQ

It was noted Cllr Matthews had reviewed this Application and with the agreement of members, a response of OBJECTION to the proposals for T7 and NO OBJECTION to those for T8 had been submitted by the deadline of 25 September.

55562/013 Amendment to Planning Application: RESIDENTIAL DEVELOPMENT OF 82
For Note Only DWELLINGS, ASSOCIATED PARKING, ACCESS, BIN AND CYCLE STORES, ELECTRICITY SUB-STATION, PUMP STATION, PUBLIC OPEN SPACE, LANDSCAPING, SUDS/DRAINAGE AND OTHER WORKS FOLLOWING DEMOLITION OF EXISTING STRUCTURES

Development Land East of Horndean, Rowlands Castle Road, Horndean

It was noted Cllr Wilson had reviewed the Amendment. The site is within Horndean Parish and, in line with Council's response to the original Application, no comments had been submitted.

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:

- Consultation on in-house residential and nursing care for older adults, including a new facility in Havant;
- Forthcoming changes to parliamentary constituency boundaries and her thanks to Flick Drummond who will step down as our MP as part of the changes;
- A welcome increase in parking enforcement in the village centre;
- Top-up payments for households hosting Ukrainians who have fled the war.

Members also noted the increase in parking enforcement and AGREED to send a message of thanks to HCC's Parking Enforcement Team.

Action: Clerk to thank HCC Parking Enforcement Team

District Cllr C Maines was not present (see Item 1) and no report had been received from her.

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

As Sole Trustee of a Charitable Incorporated Organisation (CIO):

a) Recreation Ground:

- **Potential upgrade of doors to publicly-accessible WCs off Pavilion** – Further to discussions at the Council's Mtg on 17 July 2023, the Facilities Officer provided a verbal update. She confirmed that Zurich, Council's insurer, had no preference as to the technical and material (aluminium or steel) options available. Given the need for security, it was unanimously RESOLVED to commission GT Doors to install steel doors to both WCs at a cost of £6,690 + VAT. Some of this cost would be reimbursed by Zurich under Council's recent claim for vandalism to one of the doors on a like-for-like basis.

Action: Facilities Officer to commission GT Doors and liaise with Zurich accordingly

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▪ **Third Year of Pitch Improvement works using allocated s106 monies** – Members noted and thanked the Facilities officer for her Briefing (circulated previously), including information on the S106 funds remaining for this project. It was unanimously RESOLVED to:

- i) Undertake pitch aeration, scarifying, over-seeding, herbicide-spraying and fertilising over the next year;
- ii) Suspend SO 75 requiring 3 quotes, on the basis that Southern Ground Care Ltd (SGC) had undertaken all the works to date and had proved reliable, efficient and helpful throughout the period, and its quote for the forthcoming year was reasonable and included only increases for materials and not labour;
- iii) Commission Southern Ground Care Ltd to undertake the works at a cost of £8,440 + VAT for the year, subject to funding, with the initial aeration and scarifying paid from current s106 funds available;
- iv) Delay any request for a variation to the relevant s106 Agreement until more details on possible Football Association (FA) funding available for pitch improvements had been confirmed.

Action: Facilities Officer to commission SGC and liaise with FA accordingly

▪ **Recommended Repairs to the Aerial Cableway** – It was AGREED to defer this Item because the Facilities Officer awaited a comparative quote in line with Council's financial regulations.

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

▪ **Update on Playpark Project** – The Facilities Officer gave a verbal Update. The project had been largely completed, an independent inspection carried out and she had met with ESP's Contract Manager. Subject to receiving the Inspection Report in the next few days, the playpark was likely to open within a week or so, with a formal opening on 15 October, working around any scheduled matches on the adjacent pitches. The contractor, ESP, had been good to work with and very responsive. Some sensory play items had been delayed but were due to be installed around the end of October. There had been some unauthorised access to the site during installation but no visible damage caused. It was unanimously RESOLVED to allocate up to £500 for the formal opening, which was likely to include a face-painter. Local councillors and press would be invited. Members thanked the Facilities Officer for her excellent management of the project. **Action: Facilities Officer to progress matters including formal opening**

b) The Parish Hall:

▪ **Annual Report & Accounts of Parish Hall CIO for year ended 31 December 2022** – Members noted and thanked the Hall's Administrative Officer and Cllr Ball for the draft Annual Report & Accounts (circulated previously). Cllr Ball answered the queries raised by other members to their satisfaction. It was AGREED to liaise with the auditor and Charity Commission about the registration and valuation of assets. It was unanimously RESOLVED to APPROVE the document for submission to the Charity Commission by 31 October 2023, once it had been finalised and signed by the Chairman.

Action: Administrative Officer to finalise and submit to Commission by deadline

▪ **Review of Terms of Reference for Parish Hall Management Committee** – Members noted the Facilities Officer's recommended draft amendments to the Terms (circulated previously) regarding Parish Council representation on the Committee. It was unanimously RESOLVED to accept these amendments plus a few further minor ones.

Action: Clerk to liaise with Facilities Officer to finalise and publish amended Terms of Reference

▪ **Update from Parish Hall Management Committee** – Members noted the Update (circulated previously) including news of the redecoration of the Hall, the long-awaited magnetic door locks now operational, the forthcoming replacement of the fire alarm system and the need for works to part of the roof. Members thanked the Hall's Administrative Officer for her persistence and the considerable amount of work she had put into getting the door locks installed and working correctly.

Other Matters

c) **The Green: Request by Village Fair Committee to Erect Christmas Tree** – Members noted the request. It was unanimously RESOLVED to grant permission for this annual custom over the Christmas period.

Action: Clerk to inform Committee of Council's decision

d) **Recognising Individuals' Contributions to the Parish** – Members noted and thanked the Clerk for her briefing (circulated previously), which focussed on honours within the Council's gift. It was AGREED to develop a Policy to guide the future awarding of any such honours before deciding to whom they might be given at the current time.

Action: Clerk to research and draft Policy for consideration at next Council Mtg

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e) **Review of Surveillance Camera System (CCTV) Policy for Council** - Members noted the Facilities Officer's recommended draft amendments to the Policy (circulated previously) necessitated by the new additional camera covering the Playpark at the Recreation Ground. It was unanimously RESOLVED to accept these amendments plus a few further minor ones.

Action: Clerk to liaise with Facilities Officer to finalise and publish amended Policy

f) **Review of Hampshire County Council's (HCC's) Proposals for the Spending of Developers' Transport Contributions it holds** – Further to discussions at the previous Council Mtg, members noted and discussed the Clerk's Summary (circulated previously) of the Working Group's views, concerns and recommendations regarding HCC's proposals, noting the comments from other members as well. A confirmed date for the suggested meeting between HCC officers, C Cllr Harvey and representatives of the Parish Council is still awaited.

Action: Clerk to chase HCC and local C Cllr for date for mtg to discuss proposals

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

a) **September 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	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	2005.95	Zurich Municipal	Annual Insurance Cover from 1 October 2023
IBT	570.00	Beady Eye Security	Additional CCTV Camera for Playpark at Rec
IBT	729.85	James Hockin t/a JLH Prop Servs	Re-painting of fence remaining at Play Area
IBT	900.00	Southern Ground Care Ltd	4 th phase, Year 2 of pitch improvements works
IBT	547.14	Wel Medical Ltd	Replacement batteries for Parish defibrillators
IBT	1,500.92	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman servs
DD	3.57	Rowlands Home Hardware	Rec Ground consumables
IBT	28.09	Cllr C Stanley	Part Cllr Allowance + Travel Expenses
IBTs	5,855.66	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£12,545.16		

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 September 2023 is included below:

Method	Amount £	Payer	Reason
IBTs	6.00	Focus	Cashback on Facilities Officer's mobile phone contract
IBT	5,679.49	HMRC	VAT Repayment for August 2023
IBT	59,471.00	EHDC	2nd of 2 instalments of Precept Requirement for 2023/24
IBT	500.00	RC Good Neighbours	Donation towards Playpark Project

b) **Report on Council's Bank Accounts as at 30 September 2023, for acceptance** – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£103,541.95 (<i>Reconciled balance of £101,134.62 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)
100-day Notice Account	NIL (Balance withdrawn for Playpark Project)
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 £74,829 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

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c) **Quarterly Review of Budgeted and Actual Payments & Receipts up to 30 September 2023** - Members noted and ACCEPTED the Clerk's Update Report (circulated previously)

Action: Clerk to publish Update on Council's website

d) **Quarterly Review of Council's Asset Register** – Members noted the following since the last review in July 2023: Acquisitions – New play equipment (once fully paid) and additional CCTV camera to cover Playpark. Disposals – Old play equipment (excluding Basket Swing).

Action: Clerk to ensure specified changes are recorded on Register

9. MATTERS FOR DISCUSSION:

a) **Summary of Residents' Dealings with Parish Office in September 2023** – The Administrative Officer's draft Summary (circulated previously) was noted, a finalised copy of which will be kept with these Minutes.

b) **Update on Rowlands Castle Parish Neighbourhood Plan** – Members noted and thanked the Chairman of the Neighbourhood Plan Steering Group for his update (circulated previously, a copy of which will be kept with these Minutes). Members congratulated the Group on the Referendum result showing overwhelming support for the Plan which had now been formally 'made' by East Hampshire District Council and awaited similar action by South Downs National Park Authority at its Meeting in November.

Action: Clerk to publish Update on Council's website

c) **Update on Various Water-related matters including Meetings on 6 and 28 September and forthcoming Presentation by Portsmouth Water on 16 October 2023** – Members noted Cllr Stanley's update (circulated previously and details of which are available upon request). Further publicity for the Presentation on 16 October would be published and refreshments would be available at the event.

Action: Clerk to publicise Presentation on 16 October as appropriate

10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 29 September 2023** – The Administrative Officer's Schedule (circulated previously) was noted. A copy will be kept with these Minutes.

11. Date of Next Meeting

Monday 6 November 2023 in the Parish Hall, 11 Links Lane, Rowlands Castle

The Meeting ended at 9.45pm

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.