

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 06.11.23

Monday 6 November 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 I Moore and Cllr B Wilson (in part - see Item 1).  
D Cllr C Maines was 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

It was noted Cllr B Wilson would be arriving later due to a prior commitment. Apologies were 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 Meeting on 2 October 2023, together with a Written Update on the Progress of Resolutions from Meetings

The Clerk advised of an amendment under Item 4, at a resident's request, to clarify the address of the referenced pillar as "between the frontages of 21 Redhill Rd and 1 College Close" rather than the previous description of "near 22 Redhill Rd". The Minutes (circulated previously and now containing the aforementioned amendment) 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 by 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.*

53322/008 DEED OF VARIATION TO THE S106 AGREEMENT TO ALLOW IMPLEMENTATION OF THE APPROVED DEVELOPMENT

*Land North of Bartons Road, Rowlands Castle*

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

31135/003 Notification of Intention to Carry Out Works to Trees within a Conservation Area: T1 YEW TREE - REMOVE TREE, REPLANT WITH YEW OR NATIVE TREE

*6 Links Lane, Rowlands Castle, PO9 6AD*

Cllr Edwards advised he had reviewed the Application then learned that it had since been withdrawn.

SDNP/23/ INSERTION OF FRONT AND REAR DORMERS

03291/HOUS *Idsworth Villa, Woodhouse Lane, Rowlands Castle, PO8 0AN*

For Note Only

It was noted Cllr Wilson had reviewed this Application. With the agreement of members, a response of OBJECTION on various grounds had been submitted by the extended deadline of 19 October.

58572/005 Lawful Development Certificate for Existing Use or Development: CONFIRMATION OF IMPLEMENTATION OF PLANNING PERMISSION 58572

*16b The Green, Rowlands Castle, PO9 6BN*

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It was noted Cllrs Stanley and Wilson had reviewed this Application. With the agreement of members, a response of OBJECTION was submitted on the ground that such a Certificate could not lawfully be issued for this property, which is currently the subject of an Enforcement Notice.

Licensing ROWLANDS CASTLE – MINOR VARIATION – SHELL WHICHERS GATE

It was noted that this was not a Planning Application and the Variation involved the delivery of alcohol to the site, so NO COMMENT had been made upon it.

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

- The re-starting of the Land East of Horndean Development Panel (see Item 7 c);
- A current recruitment drive for the Planning Department;
- A forthcoming meeting between the Southern Parishes District councillors with relevant EHDC officers;
- Deadline soon for those wishing to register to attend the 'Meet the Funders' event in January 2024;
- Anticipated update in mid-December to District councillors on emerging EHDC Local Plan;

In response to members' queries, Cllr Maines also undertook to investigate the current status of the Place-making Strategy for Southern Parishes as there had been no related meetings for over a year now.

County Cllr Marge Harvey Members noted that Cllr Harvey had not submitted a report in her absence, mainly because her main topics would be covered under Items 9 c) and d).

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

### a) The Green:

- **Insurance and other matters related to Erection of Christmas Tree** – At the previous Mtg, Council granted the Village Fair Committee's annual request to erect the Tree. The Clerk stated a recent topic on SLCC's Forum had alerted her to the need to clarify insurance and risk assessment arrangements on this matter, given the number of different parties involved (including commercial companies) and the need to ensure their safety and that of the wider public. Members AGREED: Responsibility for insurance cover lay with the parties involved, not the Council; The Village Fair Committee should provide a Risk Assessment.

**Action: Clerk to liaise with Village Fair Committee to obtain necessary documentation**

*Cllr Wilson joined the Meeting during discussions on the above element of Item 7 a)*

- **Replacement of Bench(es) on The Green in front of 22 The Green** – Members noted the Clerk's briefing (circulated previously) and the recommendation that, as part of Council's continuing review of benches around the Parish, at least one of the pair outside 22 The Green 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 of c £50;
  - ii) Also replace the other bench in the pair with the same model and for the same cost, on the grounds that it too was deteriorating and replacing both benches at the same time would be more aesthetically pleasing;
  - iii) Arrange a new plaque to be installed on one bench, reflecting a previous dedication to Bruce Hardy, and re-instate the current plaques on the other bench, reflecting a previous dedication to David Clegg.

**Action: Parish Office to purchase benches + plaques and liaise with Handyman re installation**

- b) **Policy on Recognising Individuals' Contributions to the Parish** – Further to discussions at the previous Council Mtg, members noted the Clerk's further briefing (circulated previously). After some discussion, it was AGREED not to proceed any further for the time-being and members thanked the Clerk for her work in helping Council understand what it might do in the future.

- c) **Representation on the new Land East of Horndean Development Panel** - Members noted the Panel was being reconvened by EHDC and that Council had been invited to nominate its representative. With his accordance, it was AGREED to nominate Cllr Wilson, given his extensive knowledge of the Development and his representation on the previous incarnation of the Panel.

**Action: Clerk to inform EHDC of Cllr Wilson's nomination**

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

a) **October 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 all 3 signatories.

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	101.26	Focus Group	Monthly fee for Office phone and broadband
DD	22.11	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	13.20	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	64.60	RC Parish Hall	Hall Hire for Council Mtgs
IBT	2,844.00	R J Winnicott Ltd	Office rental + cleaning 01/10/23 to 31/03/24
IBT	1,764.18	Quality Land Services Ltd	Litter/dog waste collection July to Sept 2023
IBT	43,065.42	ESP Scotland Ltd t/a ESP Play	Part-balance payment for Playpark Project
IBT	5,583.52	Uni-Guard Fire Protection Ltd	Deposit for Parish Hall, Fire Alarm System
IBT	150.00	Leanne Jordan t/a Fabtastic Faces	Face-painting service s at Playpark Opening
IBT	30.00	Emma Tyler t/a I am SpiderDan	SpiderDan appearance at Playpark Opening
IBT	200.00	David Somma t/a Microsomma	Managed Anti-virus and Own Cloud renewal
IBT	762.45	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman servs
DD	9.87	Rowlands Home Hardware	Parish Hall consumables
IBT	16.40	Cllr C Stanley	Travel Expenses
IBT	66.61	C Newman, Facilities Officer	Reimbursement for Playpark Opening cons
IBT	177.69	L Walker, Clerk	Reimbursement for Various items
IBTs	5,803.59	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>£60,944.24</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 in October 2023 is included below:

Method	Amount £	Payer	Reason
IBTs	6.00	Focus	Cashback on Facilities Officer's mobile phone contract
IBT	4,652.94	EHDC	Release of s106 funds for Parish Hall's Fire Alarm System

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

Account	Balance
Current	£45,581.36 <i>(Reconciled balance of £44,805.47 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	£25,109.36
In total, Council currently holds reserves (restricted and unrestricted) of c £36,000 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) **Current Neighbourhood Portion of Community Infrastructure Level (CIL) Monies** – Members noted that twice a year EHDC asks whether Council wishes to draw down the funds it currently holds in this Portion for the Parish. To date, Council has opted to do so and the monies have been spent on the new Playpark. It was AGREED not to draw down the remaining funds on this occasion and to reassess the situation over the next 6 months or so. Members also queried when this Portion would increase from 15% to 25%, now that the Rowlands Castle Neighbourhood Plan had been made.

**Action: Clerk to liaise with EHDC CIL Team re query**

d) **Grant Application from Horndean Technology College for Christmas Lunch Club** – Members noted the Application (circulated previously) and the budgeted funds available. It was unanimously RESOLVED to award the requested grant of £50.

**Action: Clerk to include November Payment Schedule**

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## 9. MATTERS FOR DISCUSSION:

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

### b) The Recreation Ground:

▪ **Update on Playpark Project** – Members noted the Clerk's verbal update: The formal opening on 15 October went well with many attending and coverage in local newspapers; Users are impressed with the installation; Council had recently been informed that its application for c £22,600 of s106 generic funding from EHDC had been successful; A percentage had yet to be paid on one of the contractor's invoices, pending the resolution of several snagging elements; The sensory-play boards had been installed on 3 November.

▪ **Update on Recommended Repairs to the Aerial Cableway** – Members noted the Clerk's verbal update during which she explained the Facilities Officer had tried unsuccessfully to obtain at least one other comparative quote for the recommended remedial works. On that basis, under delegated responsibilities the Clerk and 2 councillors had agreed to commission the original manufacturer, HAGS-SMP, to undertake the majority of the works at the quoted price of £562 + VAT so that they could be programmed as soon as possible. The issues with the matting and ramp, rated as low risk, would be monitored for the moment. One member suggested a hole be made in the tyre to allow water to run out.

**Action: Facilities Officer to monitor remaining low-risk-rated issues**

c) **Update on Hampshire County Council's Proposals for the Spending of the Developers' Transport Contributions it holds for the Parish** – Members noted Cllr Stanley's verbal update on his and the Clerk's constructive recent meeting with HCC officers, C Cllr Harvey and D Cllr Maines to review the proposals. The local representatives were united in supporting some but not all of them, and had made suggestions as to how a significant element of the funds could be better spent within the Parish. They also argued strongly for some funds to be allocated to creating better access to the southbound platform at Rowlands Castle station, to encourage match-funding from others in order to progress the project. Concern was also expressed at discrepancies between the sums agreed in s106 Agreements, those purportedly held by HCC and the projects they had been spent on to date, including being allocated to officer time rather than capital expenditure. The HCC officers took on board the views of local representatives, agreed to examine and clarify the funding available and look at alternative proposals.

**Action: Clerk to liaise with HCC officers if further information is required**

d) **Update on Hampshire County Council's Review of Parking in Rowlands Castle Village** – Members noted Cllr Stanley's verbal update on his and the Clerk's helpful recent meeting with HCC officers (not those involved in 9 c) and C Cllr Harvey to review potential parking measures in the village. The officers noted the urgent need for re-lining throughout the Parish. The need for further double-yellow lines to discourage unsafe parking was recognised, as was the need for further time-limited parking bays. The provision of additional parking is very limited with several potential areas of land under private ownership being within flood zones. A Residents' Parking Scheme is deemed financially unviable and the need for marked bays would potentially result in fewer parking spaces being available.

**Action: Clerk to liaise with HCC officers if further information is required**

## 10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 3 November 2023** – The Administrative Officer's Schedule (circulated previously) was noted. A copy will be kept with these Minutes.

b) **Update on SDNPA's Parish Meeting on-line on 4 October** – Cllr Matthews attended and summarised her report (circulated previously and a copy of which is available upon request).

c) **Update on Hills to Harbour Steering Group Meeting on 12 October** - Cllr Stanley attended and summarised his report (circulated previously and a copy of which is available upon request).

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**

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

**12. To Receive a Report and Recommendations from members of the Staffing & Remuneration Committee regarding the Council's Employees and their Remuneration, and Agree Action thereon**

It was AGREED to DEFER this Item, pending a Meeting of the Committee before the next Council Mtg.

**13. To Receive a Report on Employment Matters relating to the RC Neighbourhood Plan Steering Group and Agree Action thereon**

It was unanimously RESOLVED that now the Neighbourhood Plan had been made, and the Steering Group would likely be wound up soon, the Administrative Officer's hours formerly allocated to the Plan would now be included in her general contracted hours.

**14. Date of Next Meeting**

Monday 4 December 2023 in the Parish Hall, 11 Links Lane, Rowlands Castle

*The Meeting ended at 9.00pm*

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.

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