

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 04.12.23

Monday 4 December 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 and Cllr B Wilson. Mrs G Whatley (Admin Officer), C Cllr M Harvey, D Cllr C Maines and Mr I Young (Chair of the NPSG – see Item 7 c) 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 agreed from Cllrs V Matthews and I Moore.

### 2. To Receive any Declarations of Interest

The Clerk and Admin Officer declared their pecuniary interests in Item 12 as employees of the Council.

### 3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 6 November 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. To Receive Reports from County & District Councillors, and other delegates, if appropriate:

County Cllr Marge Harvey Cllr Harvey summarised and added to her written report (circulated previously) on the following Hampshire County Council (HCC)-related matters:

- Preparations for cold weather including adequate provision of salt, though not all roads will be gritted;
  - Her hopes for progress after recent meetings between local representatives and officers re parking in Rowlands Castle village and the spending of developers' transport contributions in the Parish;
- In response to members' queries, Cllr Harvey provided further information on plans to tackle pot-holes more speedily.

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

- Forthcoming increase in non-statutory fees and charges including parking, pre-application planning advice and garden waste collection;
- Anticipated update in mid-December to District councillors on emerging EHDC Local Plan;

Cllr Maines continued to pursue issues on some Comley Hill plots and it was agreed that round-table discussions were needed between various authorities to progress matters. The Admin Officer also raised concerns about the lack of provision for recycling in public areas which led to wider discussions about the current waste collection service.

Land East of Horndean Development Both cllrs had attended recent discussions between local representatives, in advance of a formal meeting with the developer later in December, where concerns had been raised re speed limits, adequate pedestrian crossing(s) and the need to plan for increased school provision, if required. In addition, members expressed concern re the limited nature of the bus service and the impact the development would have on usage of Rowlands Castle station. Cllr Wilson, who also attended the discussions, referenced speed restrictions in the Development's Transport Assessment and funding allocated within the s106 Agreement to support "multi-modal" transport methods.

### 5. 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.

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## 6. 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.

32098/002 CHANGE OF USE FROM EXISTING ANNEX TO SELF-CONTAINED DWELLING  
47 Links Lane, Rowlands Castle, PO9 6AE

Cllr Ball outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to OBJECT on the grounds the proposals were in breach of a condition in a previously-permitted Application for the property and contrary to various policies in both EHDC's current Local Plan and the Rowlands Castle Neighbourhood Development Plan.

56144 CHANGE OF USE FROM EXISTING FIRST FLOOR OFFICES (CLASS E) TO TWO x 1  
BED FLATS (C3) WITH A PROPOSED WINDOW TO THE REAR AND ROOF LIGHT TO  
FLAT A  
8 The Green, Rowlands Castle, PO9 6BN

Cllr Edwards outlined the Application in accordance with his review (circulated previously). It was RESOLVED (by a majority of 5 For and 1 Abstention from Cllr Haggard) to OBJECT on the grounds the proposals were contrary to various policies in both EHDC's current Local Plan and the Rowlands Castle Neighbourhood Development Plan. In addition, no evidence had been provided to show the property had been marketed for its current use, or there was adequate provision to mitigate the fire risk implications for residential properties above a commercial garage.

58293 PROPOSED TWO-STOREY SIDE & REAR EXTENSIONS, INTERNAL ALTERATIONS  
AND REFURBISHMENT, PROPOSED DETACHED GARAGE WITH STUDIO OVER  
28 Bowes Hill, Rowlands Castle, PO9 6BP

It was noted Cllr Matthews had reviewed this Application (circulated previously). It was RESOLVED (by a majority of 5 For and 1 Abstention) to OBJECT on the grounds the location of the proposed garage was well forward of the building line of the general street scene.

SDNP/23/  
03291/HOUS SINGLE STOREY SIDE EXTENSIONS, FRONT PORCH AND REPLACEMENT ROOF  
REAR DORMERS FOLLOWING DEMOLITION OF EXISTING CONSERVATORY AND  
ASSOCIATED ALTERATIONS - AMENDED TO PLANNING APPROVAL (Amended  
Application Form and Description received 17 November 2023)  
Idsworth Villa, Woodhouse Lane, Rowlands Castle, PO8 0AN

Cllr Wilson outlined the Amended Application in accordance with his review (circulated previously). It was unanimously RESOLVED to continue to OBJECT on the grounds detailed in the review, namely that whilst the titles of some documents had changed the proposals and plans remained broadly the same.

28525/060 FORMATION OF HARDSTANDING (PART RETROSPECTIVE)  
Lot 3b, Comley Hill, Rowlands Castle

Cllr Donald outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to OBJECT to the retrospective aspects i.e. the retention of the Aquaflo blocks but make NO OBJECTION to the proposed installation of a FirmGround product, providing its exact nature is clarified as no mention can be found on any website of the specifically referenced product.

26064/005 FIRST FLOOR EXTENSION TO THE SIDE, SINGLE STOREY REAR AND SIDE WRAP  
AROUND EXTENSION, GARAGE CONVERSION INTO GUEST ROOM. ASSOCIATED  
CHANGES TO ROOF LINE, AND AMENDMENT TO PORCH FOLLOWING  
DEMOLITION OF EXISTING CONSERVATORY AND RECEPTION ROOM  
90 Bowes Hill, Rowlands Castle, PO9 6BW

A decision re comments on this Application was deferred, pending receipt of a review from Cllr Moore.

**Action: Clerk/Admin Asst to submit comments on Application to EHDC/SDNPA Planning Depts**

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

### a) Response to Consultation on EHDC's Local List for Validation of Planning Applications –

Members noted Cllr Stanley's draft response (circulated previously), in collaboration with Cllr Wilson. It was unanimously RESOLVED to finalise and submit the draft response by the deadline of 17 December.

**Action: Clerk to finalise and submit response by deadline**

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## b) The Green:

▪ **Request by St Faith's Church, Havant to Sing Carols on 9 December 2023** – It was noted this was a retrospective item to record the granting of the request, in line with the agreement of all members.

▪ **Request by St John's Church, Rowlands Castle to hold short Carol Service on 24 December** – Members noted the request (circulated previously). It was unanimously RESOLVED to grant permission, subject to provision of appropriate insurance (awaited) and a risk assessment (already supplied).

**Action: Clerk to liaise with Church to obtain appropriate documentation**

**c) Winding up of Neighbourhood Plan Steering Group (NPSG) and Use of Remaining Allocated Funds** – At the invitation of the Chairman, Mr Young addressed the Meeting. Members noted and thanked him for his Update (circulated previously). They congratulated him and the rest of the NPSG on the formal 'making' of the Plan, first by EHDC and now by SDNPA, after 6 years of hard work, sometimes against the odds including working through a pandemic, getting to grips with virtual meetings. Mr Young in turn thanked the Council for its support, especially those members on the NPSG. The Plan is technically valid until 2033 and could be extended further depending on the local planning authorities' Local Plans.

It was unanimously RESOLVED to accept all the recommendations in the Update as follows:

- i) Retention of all significant documents, to be made available on RCPC website;
- ii) Monitoring of the effectiveness of Plan policies;
- iii) Review the Plan after 5 years and/or in light of changes to national or local planning policy;
- iv) Disband the NPSG, recognising the immense contribution its members have made, including Mrs Whatley as the NPSG Admin Co-ordinator and 'glue' holding the project together.

It was AGREED all remaining funds allocated to the project should be absorbed into General Reserves.

**Action 1: Admin Officer to monitor recommendations in liaison with specified cllr**

**Action 2: Clerk to ensure remaining funds are re-allocated to General Reserves**

**d) Review of Council's Strategic Objectives to inform Budget for 2024/25 and beyond** – Members noted the past Strategic Objectives (circulated previously), many of which had now been achieved, including the Clerk's notes on potential projects and funding for next financial year and beyond. It was AGREED a Finance Working Group comprising Cllrs Ball, Edwards and Stanley plus the Clerk and Facilities Officer would meet in mid-December to draft a budget for Council's consideration/approval in early 2024.

**Action: Clerk to organisation Working Group Meeting**

**e) Update from RC Flood Action Group (FAG) on Flood Alleviation Measures for Winter 2023/24** – As Chair of the FAG, Cllr Donald reported that water levels were high and the Idsworth lavant was now flowing and likely to reach the Woodberry Lane ford shortly. Most ditches had been cleared, though some riparian owners had been slow to act, with one Comley Hill Plot owner failed to clear theirs. It was unanimously RESOLVED to authorise payment of works to clear the ditch through the aforementioned plot, though it was stressed as a one-off gesture without setting any precedent for the future.

**Action: Clerk to include payment in December schedule**

**f) Dates of Council Mtgs in April and May 2024** – It was unanimously RESOLVED to hold monthly Council Mtgs on 10 April, 13 May, 3 June and 15 July in 2024.

**Action: Clerk to publish dates and book venues as appropriate**

**g) Renewal of Clerk's Annual Membership of Society of Local Council Clerk for 2024** – It was unanimously RESOLVED that this be paid for the forthcoming year, in the sum of £288.

**Action: Clerk to renew membership for 2024 and include payment in December schedule**

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

**a) November 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 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	20.40	Vodafone Ltd	Monthly fee for Facilities Officer's mobile

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DD	13.20	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	50.00	Horndean Technology College	Grant for Christmas Lunch for Senior Citizens
IBT	310.80	HAGS-SMP Ltd	Replacement parts for some play equipment
IBT	91.05	RC Parish Hall	Hall Hire: Presentation, Council + NPSG Mtgs
IBT	3,334.80	ESP Scotland Ltd t/a ESP Play	Additional sensory equipment for Playpark
IBT	5,781.52	Uni-Guard Fire Protection Ltd	Balance for Parish Hall, Fire Alarm System
DD	36.29	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	2,037.18	Morton Pattison Ltd	3 <sup>rd</sup> phase to increase biodiversity of R Copse
IBT	1,080.00	Good Directions Ltd	50% Deposit for 2 x benches for The Green
DD	76.37	BNP Paribas Leasing Solutions	MFD quarterly rental fee
IBT	35.00	RC United Reform Church	Hall Hire for RCPC Committee Mtg
IBT	129.60	By The Sea Ltd t/a UK Flyers	3 x new signs for new Playpark
IBT	646.06	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman servs
IBT	1,260.00	Southern Ground Care Ltd	8 <sup>th</sup> phase, Year 3 of pitch improvement works
DD	24.39	Rowlands Home Hardware	Parish Office and Rec Ground consumables
IBT	32.55	Cllr S Donald	Reimbursement for refreshments at FAG Mtg
IBT	214.05	L Walker, Clerk	Reimbursement Admin + NPSG expenses
IBTs	5,637.84	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>£21,181.70</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 November 2023 is included below:

Method	Amount £	Payer	Reason
IBT	1,000.00	HCC	C Cllr's Community Grant towards new Playpark
IBT	9,267.82	HMRC	VAT Repayment for September & October 2023

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

Account	Balance
Current	£36,218.77 <i>(Reconciled balance of £33,922.95 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	£25,224.23
In total, Council currently holds reserves (restricted and unrestricted) of c £42,516 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

**c) Grant Applications from the Church on The Green and Homestart Butser** – Members noted the Applications (circulated previously) and the budgeted funds available. It was unanimously RESOLVED to award the requested grant of £250 to each organisation.

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

## 9. MATTERS FOR DISCUSSION:

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

**b) Period of Closure of the Parish Office over the Festive Season** - It was AGREED that the Parish Office will close to the public from 22 December 2023 to 1 January 2024 inclusive, re-opening on Tuesday 2 January 2024, though the answerphone and emails would be monitored on an irregular basis during that period.

**Action: Clerk to publish on RCPC's noticeboards and website**

**c) Update on Havant Thicket Reservoir Main Stakeholder Mtg on 29 November** – Members noted Cllr Stanley's update (circulated previously and details of which are available upon request).

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## 10. MATTERS FOR INFORMATION:

- a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 1 December 2023** – The Administrative Officer's Schedule (circulated previously) was noted. A copy will be kept with these Minutes.
- b) **Local Speedwatch Team's results from August, September & October 2023** – Members noted the results, copies of which will be kept with these Minutes.

## 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 Meeting at this point.

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

It was unanimously RESOLVED to:

- i) Change the Facilities Officer role from a 3-year fixed term to a permanent contract with immediate effect;
- ii) Award a pay increase (pro rata) to the Clerk, Admin Officer, Facilities Officer and Parish Hall Admin Officer (i.e. all staff not on National Minimum/Living Wage) in line with the National Joint Council for Local Govt's 2023 offer, back-dated to 1 April 2023;
- iii) Increase all staff members' annual leave to be in line with Local Government contracts, with effect from the current leave year.

## 13. Date of Next Meeting

Monday 8 January 2024 in the Meeting Place, the Church on The Green, Rowlands Castle

*The Meeting ended at 9.30pm*

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.