

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 10.04.24

Wednesday 10 April 2024 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 J Edwards, Cllr Y Haggard, Cllr V Matthews, Cllr I Moore and Cllr B Wilson.

C Newman (Facilities Officer) and D Cllr C Maines were also present in part.

MINUTES:

Taken by L Walker (Clerk to the Council)

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

Apologies for absence were received and agreed from Cllr S Donald.

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 March 2024, 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:

District Cllr Charlene Maines Cllr Maines read her report (a copy of which will be kept with these Minutes) on the following East Hampshire District Council (EHDC)-related matters:

- Overview of responses to recent Consultation on the draft Local Plan;
- Closure of Penns Place with more services to be delivered digitally;
- Community Grant availability and funding criteria thereon;
- Recent opening of a local Men's Shed, based in Horndean Technology College.

In addition to the above, Cllr Maines also referenced her recent meeting with representatives of St John's School re infrastructure and funding requirements and her hopes for further meetings involving HCC.

In response to cllrs' and/or officers' queries, Cllr Maines undertook to: investigate whether development committed but as yet undeveloped had been included in the housing figures in the draft Local Plan; what telephone accessibility there would be to EHDC representatives now that Penns Place had closed; the continuing absence from the public domain of the s106 Agreement for the Bartons Road development; an update on the enforcement of planning contraventions at a property on The Green.

No report had been received from C Cllr Harvey.

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

A resident queried the substantial increase in the Council's precept for the 2024/25 financial year. The Chairman answered the queries, explaining the Council's processes when drafting its budget and where to find more information thereon. The resident requested more prior publicity and explanation of the budget in future years.

In her capacity as a resident of the Parish, Cllr Maines complained about the increasingly heavy traffic on Manor Lodge Road.

As representatives of the Parish Hall Management Committee, Cllrs Ball and Edwards and the Facilities Officer described the extensive of the flooding of the main Hall over the Easter weekend. It was believed the flooding was a direct result of the lack of regular clearing by Hampshire County Council (HCC) of the storm drain on Links Lane just beyond the Hall. Members noted that the relevant HCC councillor had yet to respond to the Clerk's email on the matter some months previously, in which she high-lighted that lack of action by HCC may mean it is held liable for such flooding and damage caused thereon. The Committee were investigating phone cover for emergencies and a potential rota thereon.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 10.04.24

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.

51680/008 Reserved Matters Application for Phase 2 – Wetland: RESERVED MATTERS COMPRISE SITING, SCALE, APPEARANCE AND LANDSCAPING PURSUANT TO CONDITION 2. THE HYBRID APPLICATION WAS ENVIRONMENTAL IMPACT ASSESSMENT DEVELOPMENT AND AN ENVIRONMENTAL STATEMENT WAS SUBMITTED AS PART OF THE APPROVED APPLICATION

Havant Thicket Winter Storage Reservoir, Manor Lodge Road, Rowlands Castle

Cllr Stanley outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION. NB: Additional information has since come to light which may necessitate further comment by Council on this Application.

53743 SINGLE STOREY REAR AND SIDE EXTENSIONS INCORPORATING GARAGE
For Note Only CONVERSION TO HABITABLE SPACE WITH CANOPY TO FRONT ELEVATION. LOG BURNER FLUES AND ALTERATION TO FENESTRATION
24 College Close, Rowlands Castle, PO9 6AJ

It was noted Cllr Donald had reviewed the Application, circulating his comments thereon. With the agreement of members, a response of OBJECTION on several grounds had been submitted by the deadline of 21 March.

60303 SINGLE STOREY SIDE EXTENSION
For Note Only 67 Links Lane, Rowlands Castle, PO9 6AF

It was noted Cllr Matthews had reviewed the Application, circulating her comments thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 21 March.

23856/020 Application for Consent for Works to Trees Subject to a Tree Preservation Order: CROWN
For Note Only LIFTING OF 3 NO. OAK TREES TO 4 METRES AND PRUNING LIMBS UP TO 2 METRES TO ALLOW 3 METRE CLEARANCE FROM BUILDINGS (W10)(EH876)(LAND AT, KEYLINE BUILDERS MERCHANT LTD. THE DEPOT, REDHILL ROAD, ROWLANDS CASTLE, HAVANT, PO9 6DW) TREE PRESERVATION ORDER 2011
Rear of 16 & 17 Bailey Road, Rowlands Castle

It was noted Cllr Ball had reviewed the Application, circulating his comments thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 25 March.

SDNP/24/ SINGLE STOREY SIDE EXTENSION, REPLACEMENT CONSERVATORY,
00616/HOUS WHEELCHAIR ACCESSIBILITY IMPROVEMENTS, ECO RETROFIT AND ASSOCIATED
For Note Only LANDSCAPING
Rose Cottage, 56 South Lane, Finchdean, PO8 0AU

It was noted members had reviewed this Application and, with their agreement, a response of NO OBJECTION with the caveat that the heat pump be relocated away from the border with the neighbouring property had been submitted by the deadline of 25 March.

55562/005 NOTIFICATION OF COMPLIANCE WITH CONDITION 33 (DESIGN CODE). OUTLINE
For Note Only PLANNING APPLICATION WITH ALL MATTERS RESERVED, EXCEPT THE MEANS OF ACCESS TO THE HIGHWAY NETWORK (JUNCTION ARRANGEMENTS) AND ASSOCIATED HIGHWAY IMPROVEMENTS, FOR THE DEMOLITION OF EXISTING BUILDINGS AND THE RESIDENTIAL-LED (C3) MIXED-USE DEVELOPMENT OF THE SITE WITH UP TO 800 DWELLINGS, UP TO 2HA OF EMPLOYMENT LAND (USES E(g)(i), E(g)(ii), AND E(g)(iii) AND B2), A LOCAL CENTRE (INCLUDING: LOCAL RETAIL (E(a)); FINANCIAL AND PROFESSIONAL SERVICES (E(c)(i), E(c)(ii) AND E(c)(iii); RESTAURANTS, CAFES, AND DRINKING ESTABLISHMENTS (E(b) AND SUI GENERIS), HOT FOOD TAKEAWAYS (SUI GENERIS), TOGETHER WITH A PRIMARY SCHOOL (F1(a)) AND COMMUNITY FACILITIES (E(d), E(f), F2(b)/F2(c)), INFORMAL AND FORMAL OPEN SPACE, ALLOTMENTS AND ACOUSTIC BUNDS, TOGETHER WITH ASSOCIATED DRAINAGE, UTILITIES AND ALL OTHER ASSOCIATED AND NECESSARY INFRASTRUCTURE (ADDITIONAL INFORMATION AND AMENDED PLANS RECEIVED 31/07/19, 06/09/19, 26/09/19, 21/10/19, 04/03/20, 04/05/20 AND 10/06/20)
Development Land East of Hordean, Rowlands Castle Road, Hordean

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 10.04.24

It was noted Cllr Wilson had reviewed this Application and had advised that NO further COMMENT was necessary.

34727/004 Application for Consent for Works to Trees Subject to a Tree Preservation Order:
For Note Only REMOVAL OF 1. NO. PINE TREE (T3) (EH518) (ST. JOHN THE BAPTIST CHURCH HALL, ROWLANDS CASTLE) TREE PRESERVATION ORDER 2002.
St John the Baptist Church, 120 Redhill Road, Rowlands Castle, PO9 6DF

It was noted members had reviewed this Application and, with their agreement, a response of OBJECTION on the grounds the Health & Safety Audit had stated the tree was sound and not diseased or decaying had been submitted by the deadline of 26 March.

Action: Admin Officer/Clerk to submit comments on relevant Applications to EHDC/SDNPA

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

a) THE GREEN including Deerleap Verge:

▪ **Future Insurance Arrangements for Erection of Christmas Tree on The Green** – Members noted the Clerk's background paper (circulated previously) on the need to clarify responsibility and liability for the Tree whilst it is on The Green. It was unanimously RESOLVED that:

i) From 2024 onwards Council would include the Tree on its own insurance policy, subject to any reasonable additional costs; *Council's current insurer has since confirmed Council's current policy would include the Tree, providing appropriate health and safety procedures were followed and risk assessments conducted*)

ii) Council would take ownership of the Tree once it had been installed by the supplier, providing at least one Council officer oversees the installation and decorating of the Tree, involving specified and experienced volunteers acting on behalf of Council;

NB: It was noted that some monitoring of the lighting may be required during the Christmas period. Such lighting was low-voltage so could be adjusted without a Council officer being present, providing such action was factored into the risk assessment.

iii) At least one Council officer oversees the removal of the Tree at the end of the Christmas period;

iv) Council's responsibility ceases once all elements of the Tree have been removed from The Green.

It was AGREED to draw up guidelines for the process described above and to seek Council's insurer's advice regarding the avoidance of unauthorised climbing on the Tree.

Action: Clerk to progress matters as described above

▪ **Request by RC Heritage Centre (RCHC) for a D-Day 80th Anniversary Display on The Green on 29 June, possibly extending to 30 June** – Members noted the outline plans (circulated previously) for the above on 29 June (also Armed Forces Day) and possibly 30 June too. They also noted a request by a representative of the RCHC to use part of The Green for a potential display of D-Day related items and the possible need for a small contingency fund for the event. It was AGREED to grant the request in principle, pending further details including insurance provision, and to allocate a contingency amount of £100.

Action: Clerk to liaise with RCHC representative re further details and insurance

▪ **Prototype Options for Lids for bins around The Green** – Members noted the Clerk's background paper (circulated previously) on the 2 prototype options available. It was AGREED to choose the rolled-over lid, hinged for ease of use, and to instruct Council's contractor to provide detailed costs thereon.

Action: Clerk to liaise with contractor and include costs on Agenda for relevant Council Mtg

b) THE RECREATION GROUND:

▪ **Review of Council's Surveillance Camera System Policy and related documentation** – Members noted the Facilities Officer's suggested amendments to the Policy and corresponding Data Protection Impact Assessment (circulated previously), now that additional CCTV cameras had been installed at the Ground. It was AGREED to adopt the amendments.

Action: Clerk and Facilities Officer to finalise and publish amended documentation

▪ **Reimbursement of Council's contribution to Recreation Ground for payment of CIO's legal costs associated with new Lease with RC Tennis Club** – Members noted the Admin Officer's background paper (circulated previously) on Council's £1,000 contribution to the CIO's account on 13 June 2022. It was unanimously RESOLVED that the CIO should repay the amount now the new Lease had been concluded.

Action: Rowlands Castle PC to invoice RC Recreation Ground CIO accordingly

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 10.04.24

▪ **Update on Funding following FA's Recreation Ground Pitch Assessment** – Further to discussions at the previous Council Mtg, the Facilities Officer gave a verbal update, including technical issues with the application process which had now been largely resolved. If Council's application is successful, she also requested Council's decision on whether to make up the difference as the funding reduced over the latter 4 years of the 6-year scheme. At today's prices, this would involve budgeting for £16,930 total expenditure over 4/5 years, from a total cost of £57,600. The proposed works would embed and capitalise on the pitch improvement works already undertaken. It was unanimously RESOLVED to proceed with the Application and budgeting accordingly over 5 years beginning 2025/26.

Action 1: Facilities Officer to progress Application accordingly

Action 2: Clerk to ensure budget for 2025/26 onwards include provision for works

c) **Provision of Accounting Software for Council's finances for 24/25 and onwards** – Members noted the Clerk's background paper (circulated previously). In accordance with Council's Internal Auditor's recommendation and Council's budget thereon, it was unanimously RESOLVED to opt for the Scribe software at a cost of £660 + VAT pa plus a one-off charge for the initial year of £479 + VAT.

Action: Clerk to commission software accordingly

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

a) **March 2024 Schedule of Payments, for authorisation** – Cllr Haggard stated she had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE the Schedule (circulated previously), which was then signed by the 3 signatories present.

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

Method	Amount £	Payee	Reason
DD	267.08	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	110.93	Focus Group	Monthly fee for Office phone and broadband
DD	20.40	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	10.80	Three Business	Monthly fee for CCTV SIM Card at Pavilion
DD	8.50	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	658.74	Broxap Ltd	New dual-purpose bin for Rec Ground
IBT	64.60	RC Parish Hall	Hall Hire: Council Mtgs
IBT	1,260.00	Southern Ground Care Ltd	9 th phase, Year 3 of pitch improvement works
IBT	100.00	David Somma t/a Microsomma	Managed Cloud Anti-virus Renewals
IBT	240.00	The Play Inspection Co Ltd	Quarterly operational inspection, Play Area
IBT	1,672.65	Exterior Living Rooms Ltd	Grass Cutting, handyman & Lengthsman servs
IBT	4.56	Rowlands Home Hardware	Parish Office + Rec Ground consumables
IBT	10.80	Cllr C Stanley	Travel expenses
IBT	58.15	C Newman, Facilities Officer	Reimbursement for signage + travel expenses
IBTs	6,122.28	Staff salaries including HMRC, PAYE and NIC + additional hours + pay increase	
Total	£10,609.49		

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 March 2024 is included below:

Method	Amount £	Payer	Reason
IBT	1,767.00	EHDC	Grant for 3 x AutoSpeedwatch Cameras
IBT	1,175.00	Hants P & CC	Grant for additional CCTV cameras at Recreation Ground
IBT	1,857.06	HMRC	VAT Repayment for January & February 2024

b) **Report on Council's Bank Accounts as at 31 March 2024, for acceptance** – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£13,125.31 <i>(Reconciled balance of £11,404.82 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
2-Yr Fixed Rate Bond	£15,240.66
Public Sector Deposit Fund	£50,721.00
In total, Council currently holds reserves (restricted and unrestricted) of c £79,087 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 10.04.24

c) **Review of Budgeted and Actual Payments & Receipts to year ended 31 March 2024** – Members noted and ACCEPTED the Clerk's Review (circulated previously).

Action: Clerk to publish Review on Council's website

d) **Review of Council's Asset Register for year ended 31 March 2024** - Members noted the following since the last Review in January 2024: Acquisitions - New dual-purpose Derby bin, Chin-up bars, Office mobile phone and 3 Autospeedwatch cameras. Disposals – 2 old benches from The Green, 1 old bench from Play Area and double rower from Outdoor Gym Equipment.

Action: Clerk to ensure specified changes are recorded on Register

e) **Review of Councillors' Allowance and Travel Expenses for 2024/25** – Members noted provision in the budget for cllrs' allowance to increase moderately. It was unanimously RESOLVED to:

- i) Increase cllr's allowance to £45.00 pa, payable upon receipt of evidence of expenditure within the year;
- ii) Maintain the travel expenses mileage rate at 45ppm for cllrs and staff.

Action: Clerk to maintain records accordingly

f) **Grant Application from Citizens Advice East Hants (CAEH)** – Members noted CAEH's Application (circulated previously) and the budgeted funds available. In accordance with Council's powers, it was unanimously RESOLVED to award the requested grant of £250, plus a further £250 based on the number of local residents seeking advice and an under-spend on such grants in 2023/24.

Action: Clerk to inform CAEH of decision and include grant in April Payment Schedule

9. MATTERS FOR DISCUSSION:

a) **Summary of Residents' Dealings with Parish Office in March 2024** – The Admin Officer's Summary (circulated previously) was noted, a copy of which will be kept with these Minutes.

b) **Following article in Spring 2024 Village & Valley magazine, future engagement with teenagers of the Parish** – Noting the article (circulated previously), members recognised the need to engage with local teenagers as to their needs at the Recreation Ground and potentially elsewhere in the Parish. Members also noted the Communities Aspirations document, which arose from residents' comments as part of the Neighbourhood Plan consultation but which were not applicable to the Plan itself. It was AGREED to invite local teenagers to attend an informal get together with the Clerk, Facilities Officers and Cllrs Haggard, Matthews and Moore at a date and venue to be decided.

Action: Clerk to facilitate arrangements for the get together

10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 5 April 2024** – The Administrative Officer's Schedule was noted (circulated previously, a copy kept with these Minutes). Members also noted several local applications for which decisions by EHDC were still outstanding after some time.

b) **Report on SDNPA's On-line Parish Meeting on 13 March 2024** – Members noted Cllr Matthews's Report (circulated previously). They also noted the importance of the 'gateways' to the National Park had been stressed at the Meeting, which may boost the argument for greater accessibility to the southbound platform at RC station.

c) **Report on Havant Residents' Group Mtg with Environment Agency (EA) and Natural England (NE) re Southern Water (SW) Recycling Project on 27 March** – Members noted Cllr Stanley's verbal report, explaining the nature of the engagement by the Group with the EA and NE, with the aim being to ensure those 2 public bodies were aware of local residents' concerns and to understand what they were doing as part of the overall assessment of the SW scheme.

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.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 10.04.24

12. To Receive a Report on Employment Matters relating to the Recreation Ground and Agree Action thereon

It was unanimously RESOLVED to increase Council's Groundsman and Pavilion Cleaner's contracted hours, with effect from 1 April 2024.

Action: Clerk to inform relevant staff member and confirm details in writing

13. Date of Next Meeting

Monday 13 May 2024 in The Meeting Place at the Church on The Green, Rowlands Castle

NB: Change from usual date and venue

The Meeting ended at 9.40pm

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.

DRAFT