

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 12<sup>th</sup> MAY 2025

**Monday 12 May 2025 at 7.20pm**

The Meeting Place, Church on the Green, Rowlands Castle PO9 6AB

*These minutes are subject to confirmation by the Council at its next Meeting*

## **PRESENT:**

Cllr C Stanley (Chairman), Cllr F Ball, Cllr Y Haggard, Cllr I Moore, Cllr J Edwards, Cllr B Wilson and Cllr S Donald, C Cllr M Harvey and D Cllr C Maines, D Harland-Jones (Clerk) was also present.

## **MINUTES:**

Taken by G Whatley (Acting Clerk)

### **THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE**

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

No apologies for absence were received.

#### **2. To Receive any Declarations of Interest**

Cllr Edwards declared an interest in items 7 a) and 8 d).

#### **3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 7 April 2025, 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 Acting Clerk's Update (circulated previously) was NOTED, and a copy will be kept with these Minutes.

#### **4. To Receive Reports from County & District Councillors, and other delegates, if appropriate:**

C Cllr Harvey gave a verbal report on the following Hampshire County Council (HCC)-related matters:

- The proposed flood gates at the ford in Woodberry Lane will be considered by HCC's Asst. Director of Highways.
- Correspondence to EHDC's officer regarding the ongoing issues at Comley Hill has been copied into the leader of EHDC and MP Damian Hinds.
- Outstanding pot holes in the parish, particularly Bowes Hill, with a request that this road be prioritised for resurfacing next year. HCC has advised that the road is sound but in need of surface dressing.
- She has reminded officers again about the need to clear silt and leaves from the drains.
- She has also pushed for road lining to be completed, along with a request to ensure any disabled parking bays no longer required are dis-established to help with the parking problem in the village.

Cllr Harvey had earlier attended a meeting of HCC Cllrs and reported on issues raised. It has become increasingly difficult to speak with officers directly due to home working and a list of officer direct contact numbers was requested. Concerns were raised about the lack of local council involvement in S106 spending and the balance of funds available. Cllr Wilson expressed concern that funds allocated from the Oaklands II development could be clawed back by the developer since the 7-year period for spending had expired.

D Cllr Maines gave a verbal report on EHDC-related matters:

- There has been no progress on enforcement at Comley Hill since the multi-agency meeting in October 2024. Cllr Donald advised that he has written to Damien Hinds MP, who has acknowledged and will investigate. D Cllr Maines shared the frustration of the Parish Council and will press for a follow-up meeting.
- £7k is available in EHDC's Community Grant fund for each DCllr.

It was noted that the Parking Warden had not been seen in the village for some time and there was some confusion as to whether this was an EHDC or HCC matter. Both Cllrs will investigate.

#### **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.

EHDC-25-0157- REPLACEMENT DWELLING WITH ASSOCIATED LANDSCAPING AND  
FUL PARKING  
89 Finchdean Road, Rowlands Castle, PO9 6EN

Cllr Edwards had reviewed the Application. The applicants and neighbouring residents were present at the meeting to discuss concerns about the build line and overshadowing. Following discussion Cllrs agreed that a response of NO OBJECTION be submitted by the deadline of 14 May, with a caveat that the heat source pump be soundproofed or relocated further away from the neighbouring property due to noise pollution concerns. Residents were encouraged to contact the EHDC Planning Officer if they still had concerns,

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

a) Request by Cllr Jonathan Edwards to hold a short ceremony on The Green on Saturday 28<sup>th</sup> June 2025 between 10.45-12.30pm to mark Armed Forces Day - Members noted the request and it was unanimously RESOLVED to grant permission, subject to receipt of a Risk Assessment.

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

a) April 2025 Schedule of Payments, for authorisation – Cllr Edwards stated he had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE the Schedule (previously circulated), 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	85.08	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
DD	118.26	Focus Group	Monthly fee for Office phone and broadband
DD	23.41	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	11.78	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	475.00	Do The Numbers	Internal Audit
IBT	2935.80	RJ Winnicott Ltd	Office Rental
IBT	100.00	Microsomma	Office IT Anti-virus Renewals
IBT	2928.48	Society of Local Council Clerks	Recruitment Services
IBT	250.00	Citizens Advice East Hants	Award of Parish Council Grant
IBT	931.00	Hants Assoc of Local Councils	Annual Membership Subscription 2025
IBT	4033.20	Westcotec Ltd	Purchase of Speed Indicator Device
IBT	1254.00	Shelley Signs Ltd	Purchase of Information Board at Rec Ground
IBT	1385.03	Exterior Living Rooms	Handyman and Lengthsman services
IBT	665.00	SPS Electrical	Electrical Inspection Condition Report for the Recreation Ground Pavilion
IBT	3489.00	Staff salaries including HMRC, PAYE and NICs	
<b>Total</b>	<b>18685.04</b>		

IBT = Inter-bank Transfer, Council's main payment method      PAY = Bank Charge  
DD = Direct Debit      SO = Standing Order      Chq = Cheque      PP = PayPal

**Action: Acting Clerk to make any adjustments with former Clerk and circulate updated schedule**

A list of receipts into the Current Account in February 2025 is included below:

Method	Amount £	Payer	Reason
IBT	79472.50	East Hampshire District Council	1 <sup>st</sup> of 2 instalments of Precept

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**b) Report on Council's Bank Accounts as at 30 April 2025, for acceptance** – Members noted and ACCEPTED the Report (circulated at the Meeting). It was unanimously RESOLVED to move £40,000 from Council's Current Account to its Public Deposit Sector Fund with CCLA.

**Action: Acting Clerk transfer fund to CCLA and amend records accordingly**

Account	Balance
Lloyds Current Account	£63,457.19 ( <i>Reconciled balance of £63,372.11 accounting for payments not yet made/direct debits not yet take/cheques not yet presented</i> )
Public Sector Deposit Fund	£54,353.15
12-month Fixed Rate Bond	£15,491.33, matures 11/06/25
12-month Fixed Rate Bond	£20,000.00, matures 16/12/25

**c) Mobile Phone Requirements for Parish Office, Facilities Officer and Parish Hall**

**Administrator** – Members noted the Acting Clerk's paper (circulated previously) a copy of which will be kept with these minutes. She was awaiting further quotations but advised that the cost would be in the region of £16+VAT per phone, with a monthly payment of £48+VAT. It was unanimously RESOLVED to agree, in principle, to the provision of 3 mobile phone packages at a monthly cost of c.£50, to be recorded at the next meeting.

**Action: Acting Clerk to agree mobile phone contract and record final cost at next meeting**

**d) Grant request from Cllr Jonathan Edwards to cover the cost of the Hampshire & IoW ACF Band who will be accompanying the Act of Remembrance at the Armed Forces ceremony on 28 June 2025** – Members noted Cllr Edwards request and RESOLVED to fund the Band at a cost of £100.

**Action: Clerk to make payment to H&IOW ACF Band when requested.**

**e) Renewal of Membership of Campaign for Protection of Rural England (CPRE)** – It was unanimously RESOLVED to renew the membership at £80.00 for 2025/26 in recognition of the hard work and effectiveness of the organisation.

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

**f) Recommended Works to Pavilion** – Clerk advised members that the Electrical Condition Inspection Report (ECIS) had been carried out, and identified several category 2 tasks to be undertaken as a matter of urgency. Some category 3 recommended work was also identified. A quote from the electrician was awaited and it was RESOLVED, in principle, to agree to the category 2 work, subject to receipt of acceptable quote from the electrician; the Facilities Officer will circulate for members' approval when received. The non-urgent category 3 work will be deferred until further consideration had been given to the planned pavilion improvements. It was also RESOLVED to engage the services of SPS Electrical, who undertook the inspection and has carried out work for the Parish Council on several occasions previously, to a very satisfactory standard.

**Action: Facilities Officer to circulate quote to members for approval.**

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office in April 2025** – Members noted the Admin Officer's Summary (circulated previously), a copy of which will be kept with these Minutes.

**b) HCC/HBC proposal for work to be conducted to improve crossings to the Village Green.** Cllr Stanley briefed members on proposals to make the crossings around the more accessible to users of all abilities. He is awaiting a response to concerns raised and members agreed that S106 monies should not be used for this project.

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 9 May 2025** – Members noted the Admin Officer's Schedule (circulated previously), a copy of which will be kept with these Minutes.

**b) Havant Borough Council Building a Better Future Draft Local Plan** - Members noted information on the Consultation, raising concerns about the 3000+ dwellings proposed within the Borough and EHDC's potential 'duty to co-operate' on finding room for housing that HBC cannot find

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space for, which could mean more houses built within our Parish. Cllr Wilson undertook to draft a response and circulate to members to comment before the deadline for submissions of 1 July.

**Action: Cllr Wilson to draft consultation submission**

**c) Update on Parish Office IT/Website Arrangements** – Acting Clerk advised that the replacement IT equipment would be installed on 15 May and there may be some disruption to office services during that time. It is hoped that the migration to the new email domains can be actioned at the same time.

**d) Report on Havant Thicket Reservoir Interim Stakeholder Meeting held 23 April together with feedback on Havant Water Matters Group mtg with Southern Water CEO held 10 April and subsequent discussions**– Cllr Stanley briefed members, in particular with reference to Portsmouth Water's planning application for two pipelines to transport spring water to and from the Reservoir. The pipelines would allow the pipes to carry recycled water if Southern Water's water recycling scheme secures its own separate planning permission. Members questioned whether PW's reference to 'recycled water' should more accurately be referred to as 'recycled effluent'. It was agreed to post the minutes from the Stakeholder meeting on the Parish Council website.

**Action: Acting Clerk to post Minutes of HTR Interim Stakeholder meeting on PC website.**

**e) Report on Horndean Annual Parish Meeting held 28 April** – Cllr Stanley attended this meeting, which covered a range of matters, including flooding of Pyle Lane, the drainage implications from the planning application to build a supermarket on Keydell Nurseries land, and calls for a pavement to be built along Rowlands Castle Road from the Residential Home to Havant Road. Cllr Wilson recalled such a pavement being included in the original LEOH plans and endeavoured to check this detail.

**Action: Cllr Wilson to review LEOH Plans for reference to a pavement on RC Road**

**f) Report on Hills to Harbour CRP meeting held 09 April and subsequent meeting on 30 April at RC station re Rail 200 idea from RCH&H Society** – Cllr Stanley gave a verbal report on matters addressed at the CRP mtg. A key point is that the CRP has taken out a 6-7 year lease of RC Station Building that will then be occupied by a charity based in Havant called Making Spaces. Funding is being sought by the CRP to make good numerous building issues before Making Spaces moves in. On 30 April RC History & Heritage Society's Chairman met with SWR local stations manager to discuss the Society's proposal to place murals on 6 panels at the station, 2 on the Up side and 4 on the Down side, as part of the Rail 200 celebrations. This has been agreed to in principle by SWR, subject to receipt of a costed proposal. RCH&H will be seeking small grants from various bodies, including the Parish Council.

## 11. Date of Next Meeting

Monday 9 June 2025 at The Meeting Place, Church on the Green, Rowlands Castle

*The Meeting ended at 8.35pm*

During the course of the Meeting (both part and whole) there were 9 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.