

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 9th June 2025

Monday 9 June 2025 at 7pm

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 B Wilson and Cllr S Donald, C Cllr M Harvey

MINUTES:

Taken by Dominic Harland-Jones (Clerk)

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

Cllr J Edwards
District Cllr Charlene Maines

2. To Receive any Declarations of Interest

Cllr Ball declared a conflict of interest on item 6d.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 12 May 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 on the progress of resolutions from meetings (circulated previously) received the following specific comments from the Chairman:

- Cutting of grass on Finchdean Green solely by RCPC contractor requires the legal transfer of this land from EHDC to RCPC along with requisite funds. This matter is a long time outstanding.
- Expedite the status of S106 monies due from Developers' Transport Contributions held by HCC for the Parish.

The remaining updates were NOTED, and a copy will be kept with these Minutes.

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

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

- A concern about the effect of LEOH traffic on the B2149 particularly large trucks as well as increased volume of cars. Cllr Harvey has scheduled a meeting with the Chief Engineer of roads on Tuesday 10th June on this and other road issues in her Ward.
- At the weekly surgery, the matter of cars and vans for sale – (some taxis) parked in the road in Holt Gardens was raised. Cllr Harvey spoke with the owner of the vehicles who informed her that he was not permitted to keep his vehicles on his drive as that would constitute running a business from his private address. Cllr Harvey expressed her view that he should not be parking his cars in such an access restricted location such as Holt Gardens. However, the vehicles are all taxed and insured and can legally be parked there.
- Also raised at the weekly surgery, the outstanding issue of pot holes in the parish, particularly Bowes Hill. Cllr Harvey re-iterated her frustration with the lack of progress with mending pot holes. HCC has advised that the road is sound but in need of surface dressing. It would be good if residents could also raise this issue directly with EHDC.

Action: Cllr Harvey to send her report to Clerk

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

- A resident raised the proposed significant housing development in the Southleigh area on land from Bartons Road south to Denvilles – circa 3000 homes with 2000 homes to be built by 2040 in the 2019 local plan. A central road, potentially on the east side of the site, would serve as the main access point and a strategic link between Bartons Road and the A27 at Warblington Junction is being considered. This may have a significant impact on traffic volume from Bartons Road through Rowlands Castle on B2149 to the A3M junction at Horndean.

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.

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EHDC-25-0441-TPO	PINE TREE - TO REMOVE 3 OF THE LOWER BRANCHES UP TO A HEIGHT OF 6 METRES APPROX AS THEY ARE INTERFERING WITH THE CAR PARK. <i>Rowlands Castle Golf Club, Links Lane, Rowlands Castle, PO9 6AE</i>
No Comments were submitted	
EHDC-25-0293-HSE (For Note Only)	SINGLE STOREY REAR EXTENSION <i>52 Oaklands Avenue, Rowlands Castle, PO9 6BQ</i>
No Comments were submitted	
EHDC-25-0359-HSE	TWO STOREY REAR EXTENSION WITH INFILL <i>44 Redhill Road, Rowlands Castle, PO9 6DF</i> (Cllr Jonathan Edwards)
Council reviewed the application and agreed to raise an OBJECTION to be submitted by the deadline of 10 th June.	
EHDC-25-0364-LDCP	LAWFUL DEVELOPMENT CERTIFICATE PROPOSAL - CONVERSION OF ROOF SPACE TO HABITABLE ACCOMMODATION WITH DORMER TO REAR <i>44 Redhill Road, Rowlands Castle, PO9 6DF</i> (Cllr Jonathan Edwards)
Council reviewed the application and agreed to request that EHDC refuses the LDC and requires a full Planning Application because certain conditions allowing the issue of a LDC have not been met.	
EHDC-25-0408-FUL	REPLACEMENT BALUSTRADE FINISHED IN HUNG PLAIN BROWN TILES (RESUBMISSION OF APPLICATION 58572/006) <i>16B The Green, Rowlands Castle PO9 6BN</i> (Cllr Chris Stanley)
Council reviewed the application and agreed to raise an OBJECTION on the grounds that this application is materially the same as previous application to which the Council objected.	
EHDC-245-0510-HSE	ALTERATIONS TO FRONT PORCH AND SINGLE STOREY REAR EXTENSION AND FIRST FLOOR REAR EXTENSION <i>102 Redhill Road Rowlands Castle PO9 6DF</i> (Cllr Yvonne Haggard)
Council reviewed the application and agreed to raise NO OBJECTION with the caveat that the owner require that care and consideration be taken by the contractors using the shared driveway, which is owned by the neighbour, when accessing and working on the building extension.	
PLANNING APPEAL - PP-13612844 - (EHDC-24-0058-HSE) - APP/M1710/D/25/3365447 (For Note Only)	NOTIFICATION OF RECEIPT OF A PLANNING APPEAL - TOWN & COUNTRY ACT 1990 - APPEAL UNDER S78 AGAINST REFUSAL OF A HOUSEHOLDER APPLICATION <i>77 Links Lane Rowlands Castle PO9 6AF</i>
No Comments were submitted. The Council had not objected to the original application.	
VARIATION OF PREMISES LICENCE PL0458 (For Note Only)	MINOR VARIATION TO PREMISES LICENCE FOR ROWLANDS CASTLE PARISH HALL TO REMOVE OUTDATED WORDING <i>11 Links Lane, Rowlands Castle, PO9 6AD</i>
No Comments were submitted	

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

- a) Siting of Ted Redsull Memorial Plaque on College Pillar
- Members AGREED to the proposed wording provided by the Admin Officer
 - Members AGREED to a brass plaque with a protective lacquer
 - Members AGREED to publicise the siting of the plaque in the Village and Valley magazine.
- Action: Admin Officer to arrange for procurement and installation of plaque.**
Action: Clerk to produce and issue article to V&V magazine.
- b) Article for Village & Valley Parish Magazine re Parish Councillor Vacancies. Members AGREED no further action while 2 interested individuals considered applying for co-option as a Parish Councillor.

NB Cllr Ball left the meeting at this point 19:55 and returned at 20.05

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

- a) Internal Auditor's Report for year ended 31 March 2025. The Report from the Auditor's Visit on 14 April 2025, including her favourable view of the Council's files and records. Members voted to ACCEPT the Report.
- b) Annual Governance and Accountability Return for year ended 31 March 2025. Members noted the following, prepared by the Clerk (all circulated previously): Council's 6-page AGAR 2024/25 including Annual Internal Audit Report 2024/25, Section 1 - Annual Governance Statement and Section 2 – Accounting Statements, with relevant figures entered and signed by the Clerk as Responsible Finance Officer (RFO); Accompanying draft Explanation of Variances and Bank Reconciliation. Members considered the above in order. It was unanimously RESOLVED to:
- Answer 'Yes' to all 9 categories of Section 1 of the AGAR and APPROVE the Statement;
 - APPROVE the figures and thereby the Accounting Statements for Section 2 of the AGAR;
 - APPROVE the accompanying Bank Reconciliation and Explanation of Variances
 - CONFIRM that there was no Conflict of Interest with the External Auditor, BDO LLP;
 - ADVERTISE the period for the Exercise of Public Rights as being from 16 June to 28 July 2025 inclusive.
- Accordingly, the Chairman and Clerk signed Section 1 and the Chairman signed Section 2, prior to submission to the external auditor.
- Action 1: Clerk to submit AGAR and accompanying documents to external auditor by 30 June 2025.**
Action 2: Clerk to publish AGAR, Notice of Public Rights and related Notes, as appropriate.
- c) May 2025 Schedule of Payments, for authorisation – Cllr Ball stated he had reviewed and found Salary information missing from the Schedule. (previously circulated), It was AGREED that the Clerk would update the Schedule and then obtain signatures from the appropriate 3signatories.

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

Method	Amount £	Payee	Reason
IBT	34.10	Rowlands Castle Parish Hall	Hall hire for committee meeting
IBT	19.00	The House Nameplate Co.	Picnic table plaque in play park
IBT	478.80	Sovereign Design Play Systems	Qtrly Operational Inspection
IBT	1020.00	Southern Ground Care	Pitch Improvement Treatments
	152.64	Bright SG Ltd	Annual subscription to Brightpay
IBT	9.45	Cllr Stanley	Travel Expenses
IBT	74.40	Facilities Officer	Reimbursement for sack truck for pavilion maintenance
IBT	354.00	Viable Ltd t/a Able Group	Pest Control on Deerleap verge
IBT	118.26	Focus Group	Parish Office telephone and broadband

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IBT	23.41	Vodafone Ltd	Monthly Fee for Facilities Officer Mobile Phone
IBT	40.00	Rowlands Castle United Reformed Church	Parish Council Meeting
IBT	3210.00	David Somma t/a Microsomma	Supply and installation of replacement computers & laptops for Parish Officers
IBT	11.78	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	80.00	Campaign to Protect Rural England	Annual membership for Clerk
IBT	36.00	Hampshire Association of Local Clerks	Annual membership for Clerk
IBT	288.00	SLCC Enterprises	Education: ILCA qualification for Clerk & Admin officer
IBT	10.00	Facilities officer re-imbursement	Top up Office Mobile Phone
IBT	16.30	Facilities officer re-imbursement	2 x Mouse for Office computers
IBT	24.44	Facilities officer re-imbursement	Sundries for Pavilion Toilet Cleaning
IBTs	1561.74	Exterior Living Rooms (ELR)	Handyman and Lengthsman services
IBTs	7894.42	Staff salaries including HMRC, PAYE, NIC + additional hours	
Total	15,456.74		

IBT = Inter-bank Transfer, Council's main payment method PAY = Bank Charge

DD = Direct Debit SO = Standing Order Chq = Cheque PP = PayPal

Action: Clerk to circulate updated schedule and obtain appropriate signatures

- d) **Report on Council's Bank Accounts as at 31 May 2025, for acceptance** – Members noted and accepted the report (circulated previously). The Council noted also that as the Current Account balance was now lower than in April, the amount that should be transferred to CCLA should be reduced to £30,000 from £40,000. It was ACCEPTED and was unanimously RESOLVED to move £30,000 from Council's Current Account to its Public Deposit Sector Fund with CCLA.

Account	Balance
Lloyds Current Account	£53,225.14 (<i>Reconciled balance of £52,790.77 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

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

- e) **Review of Council's Current and Savings Accounts and Reserves** - members noted the Clerk's Briefing (circulated previously). It was unanimously RESOLVED to transfer the £16,281.39, this being the matured value of the recently matured Cambridge & Counties 1-Yr Fixed Rate Bond into a new 1-Yr Fixed Rate Bond issue 84 with Cambridge & Counties Bank at 4.4% interest.

9. MATTERS FOR DISCUSSION:

- a) **Summary of Residents' Dealings with Parish Office in May 2025** – Members noted the Admin Officer's Summary (circulated previously), a copy of which will be kept with these Minutes. A discussion was had regarding the unlawful use of the Robin Hood pub's furniture on The Green by its customers when consuming drinks and/or food.

Action: Cllr Haggard to provide evidence to the Clerk to the Parish Council in order that he can raise the matter with The Robin Hood proprietors.

- b) **Rowlands Castle Railway Station: Improving accessibility** – The Chairman stated that the Parish Council was still trying to establish with EHDC/HCC the amount of S106 and CIL funding that remains available to the Council.

Action: Clerk is to follow up with EHDC with regard to obtaining a CIL figure available to use by RCPC.

Action: The Chairman will respond to an email from Phil Dominey, Senior Regional Development Manager at South Western Railway requesting a meeting to discuss improving accessibility to the railway station.

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10. MATTERS FOR INFORMATION:

- a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 6 June 2025** - There were no Planning Decisions to report at this meeting
- b) **Review of Annual RoSPA Inspection of the Play and Other Equipment** - Members noted the Facilities Officer's report (circulated during the meeting), a copy of which will be kept with these minutes. There were no comments.
- c) **Treatments to improve the appearance of The Green** – It was AGREED that The Green was in need of some treatment to improve its general condition after the recent dry Spring.
Action: Admin Officer would research into the most optimal time to do this and certainly after the Village Fair on 5th July.
- d) **EHDC's Consultation on Review of Statement of Principles under the Gambling Act 2005** – it was AGREED no further action required.
- e) **EHDC's Consultation on draft Local Nature Recovery Strategy** – Given that the consultation papers ran to over 300 pages and the short deadline for responses, it was AGREED that the council would respond, if possible, on the basis of reasonable endeavours.
- f) **HCRP Annual Stakeholder Meeting on 8th July 2025 in Southampton** – The Chairman expressed his desire to attend this meeting but if he was unable to, Cllr Haggard would stand in.
- g) **Report on the Portsmouth Water HTR Stakeholder Meeting held 3rd June 2025, and associated matters** – The Chairman verbalised his written report (circulated previously). He stated that the reservoir project was on schedule and due to have completed construction by the summer of 2027 ready for filling over the following 3 winters. Separately, Southern Water had issued its responses to its revised draft Water Resources Management Plan 2024 (RDWRMP24) and had essentially dismissed the many concerns raised by both local organisations and individuals about its WT&WR Project (also known as Effluent Recycling by many) and is still looking to pursue this project rather than first considering the cheaper and quicker options that had been suggested to them previously to deal with the possibility of water shortages in the South in the coming decades.

11. Date of Next Meeting

Monday 21 July 2025 at The Small Parish Hall, Rowlands Castle

The Meeting ended at 8.40pm

During the course of the Meeting (both part and whole) there were 8 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.