

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 6th October 2025

Monday 6 October 2025 at 7pm

The Small Parish Hall, 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 Y Haggard, Cllr I Moore, Cllr B Wilson, Cllr S Donald, Cllr J Edwards, 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

All Parish Cllrs were present. C Cllr Harvey arrived at 7.30pm having attended Horndean Parish Council's meeting.

2. To Receive any Declarations of Interest

None received.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 1st September 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 Clerk's Written Update (circulated previously) was NOTED and a copy will be kept with these Minutes. The Chairman commented on one item under **Progress of Resolutions and other Actions from previous Full Council Meetings - Proposals for Further Works under HCC's Community-funded Initiative** having been in the same status for a long time.

ACTION: Clerk to request an update from HCC

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

Reports were received from both our County and District Councillors.

DCllr Maines:

- Reiterated that she was opposed to the HCC and EHDC proposal on the basis of not having sight of the remaining 12 Council's proposals at the time of being asked to vote.
- Was concerned that 6 of the remaining Councils have requested that the Southern Parishes are included with the Portsmouth area Unitary Authority in one option of the 3 that they put forward to Government for the Local Government Reorganisation.
- Reported that MP Damian Hinds is keen to address the Comley Hill Plots issue and requested for evidence to be provided to assist a future meeting. .

Action: The Chairman and the Administration Officer are collating evidence to be submitted to Damian Hinds.

CCllr Harvey:

- Reported that it has been a busier than normal year with Devolution and LGR work.
- Advised that she has been assured that Southern Parishes would remain within EHDC under the new Unitary Councils because the Government doesn't want to change the district boundaries within the new UAs.
- Assured us that despite only one pot holes being filled during the recent road closure, she is hopeful that the remaining pot holes in the centre of the village will be filled soon and has made her feelings known to Hampshire Highways. She urged residents to contact Highways directly to tell them of any pot holes they see and they will be given a number which can be tracked.
- The Council Elections are going ahead next year and she is standing down as the County Councillor for Catherington Ward
- Reminded us that she will be holding surgeries every first Thursday of the month from 11am to noon in the Bumble Bee Café, Rowlands Castle or she can be contacted by phone or email.

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5. OPEN FORUM – Limited to 15 minutes in total and a max 3 mins for each individual speaker
No comments were made during this section of the meeting.

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-25-1091-HSE	TWO STOREY EXTENSION TO THE REAR OF THE BUILDING AND PARTIAL SINGLE STOREY TO THE GROUND FLOOR MATERIALS TO MATCH EXISTING, WITH ADDITION AND VELUX WINDOWS, JULIET BALCONY AND BIFOLD DOORS <i>79 Castle Road, Rowlands Castle, PO9 6AR</i> (Cllr Edwards) <i>Council unanimously RESOLVED to make NO OBJECTION.</i>
EHDC-25-0962-FUL	REPLACEMENT DWELLING, ERECTION OF GARAGE AND ASSOCIATED WORKS INCLUDING REAR BALCONY <i>38 Links Lane, Rowlands Castle, PO9 6AE</i> (Cllr Edwards and Cllr Harvey) <i>Council unanimously RESOLVED to OBJECT to this application.</i>
EHDC-25-0954-HSE (for note only)	CONSTRUCTION OF A TWO-STOREY REAR EXTENSION, A TWO-STOREY FRONT EXTENSION, A DETACHED GARAGE, AND TWO PITCHED ROOFS AT THE FRONT ELEVATION - FOLLOWING DEMOLITION OF EXISTING GARAGE <i>64 Bowes Hill, Rowlands Castle, PO9 6BS</i> <i>Councillors objected to this application</i> <i>Owner of the property enquired into the reasons for Council's objection and relevant Councillors and the Chairman were able to advise what those reasons were and how the Council is informed by planning regulations in its deliberation.</i>
EHDC-25-0950- LDCP (for note only)	CERTIFICATE OF LAWFULNESS FOR THE PROPOSED DEVELOPMENT OF A SINGLE STOREY REAR EXTENSION <i>1 Holt Gardens, Rowlands Castle, PO9 6BH</i> <i>No comments submitted</i>
EHDC-25-0958-S106 (for note only)	DEED OF VARIATION TO AMEND THE SECTION 106 AGREEMENT - PURSUANT TO APPROVED APPLICATION 53322/007 <i>Land North of Bartons Road, Havant</i> <i>Councillors agreed to make no comment</i>

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

a) **Rec Ground Pitch Improvements**

Council unanimously RESOLVED to authorize the funding plan (previously circulated) for the Pitch Improvements to be carried out over a period of 5 years.

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- b) **Review Surveillance Camera System Policy for data access and disclosure.**
Council reviewed the policy (previously circulated) and barring a correction to a small typo, it was ACCEPTED.
- c) **Parish Hall: Annual Report & Accounts of Parish Hall CIO for year ended 31 December 2024**
Council RESOLVED to approve the Report & Accounts (circulated previously) and it was duly signed by the Chairman.
- d) **Armistice Day: to hold a short Act of Remembrance around the flagpole at 11.00.**
Council RESOLVED to approve.
- e) **To move decision making from the Council to the Clerk for approvals to hold regular (eg annual) events on the Green.**
Council RESOLVED to approve and Clerk notified.
- f) **Repair, replacement or removal of wooden fence in Nightingale Close**
Council RESOLVED to approve the replacement of all the wooden fence on its land at Nightingale Close and requested a quote to be obtained that would also cover the fencing at the east end of the emergency access in Kingfisher Close.
ACTION: Clerk to obtain a quote and bring back to Council at November's Full Council meeting for review and approval.
- g) **Projects identified requiring funding.**
Several short- and medium-term projects requiring funding had been previously identified by Councillors and the Clerk and were previously circulated for Council to review and approve to progress. Council RESOLVED to progress with these projects. We are awaiting a response from HCC on how they are going to fund the feasibility study for the station platform access ramp.
ACTION: Chairman to report back after forthcoming H2H CRP meeting regarding the proposed station access ramp and funding needs.
ACTION: Clerk to move the feasibility study element of the access ramp project into short term project list.

20.30 hours Facilities Officer left the meeting.

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

- a) **Report on Council's Bank Accounts as at 30th September 2025, for acceptance.**
Council ACCEPTED the report on the Bank Accounts. Council AGREED to transfer £30k funds from the Current account to the CCLA PSDF.

Account	Balance
Lloyds Current Account	71,129.45
CCLA Public Sector Deposit Fund	70,254.29
12-month Fixed Rate Bond	16,284.74
12-month Fixed Rate Bond	20,000.00

ACTION: Clerk to transfer funds

- b) **September 2025 Schedule of Payments, for authorisation**
Council reviewed the Payment Schedule (circulated previously) and RESOLVED to authorize them and they were signed off by authorized signatories.

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

September Payments

Expenditure item	Supplier	Payment	VAT
Mobile Phone - Office and Officers	T-Mobile (EE)	96.00	19.20
Pension Contributions	Cushon Master Trust	495.59	
Grant	Rowlands Castle Parish Council	250.00	
Mobile Phone - Office and Officers	Three Business	9.82	1.96

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PAYE and NICs	HMRC	1,318.68	
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	623.50	
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	18.50	
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	138.75	
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	185.00	
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	50.18	
Reimbursement & Travel Expenses	Cllr S Donald	14.00	
Transfer between Parish Council and Treasurer's accounts	Rowlands Castle Recreation Ground CIO	36.80	
Transfer between Parish Council and Treasurer's accounts	Rowlands Castle Recreation Ground CIO	7.34	
Mileage Expenses	Cllr C Stanley	7.20	
PAYE and NICs	HMRC	4.24	
Pension Administration Fee	Cushon Master Trust	20.00	4.00
Multi-Functioning Device Provision and Maintenance	Managed Print Partners Ltd	8.68	1.74
White Lining Fluid for Pitches	Origin Amenity Solutions	195.55	39.11
Recreation Ground fixtures and fittings	Prospect Gas Limited	105.00	21.00
Hall Hire for Council Mtg	Rowlands Castle Parish Hall	47.20	
Grass Cutting, Handyman & Lengthsman Services	Rowlands Home Hardware	4.49	0.90
Reimbursement of Sundries	Claire Newman	6.95	1.39
Recreation Ground fixtures and fittings	Mark Fay t/a SPS Electrical Contractors	275.22	
Telephone & Broadband	Focus Group	106.78	21.36
Recommended works to specified trees in advance of next Tree Condition Survey	Titchfield Tree Services Ltd	2,145.00	429.00
PAYE and NICs	HMRC	1,306.60	
Monthly Salaries	Rowlands Castle Parish Council	5,127.42	

c) Parish Donation £60 to Horndean Technical College Lunch Club for Christmas Lunch

Council Unanimously AGREED to provide a grant to HTC Lunch Club as a number of RC residents attend.

ACTION: Clerk to transfer £60 funds

d) Quote for the transfer of email and domain support to WJPS the new provider

As the value was within the Clerk's expenditure delegation, Council did not need to deliberate on this item.

e) Quote from TTS for tree work on Rec Ground

Council reviewed the quote to remove dead trees from north side of the Rec Ground affecting a resident's shed. Council requested the Clerk seek further quotes for comparison.

ACTION: Clerk to obtain other quotes

9. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with the Parish Office for September 2025

Council reviewed the Summary.

Council requested Parish Hall look into the situation with the broken drain and requested that the Clerk identifies whether the broken slat or whole bench needs replacing.

ACTION: Clerk to engage ELR to appraise the condition of the Bench on the verge

ACTION: Parish Hall Committee to investigate the drain condition

b) Forthcoming mtg on 8th Oct with HPC and Ward Cllrs re LEOH & LEOH SE matters pertaining to both HPC and RCPC.

For Council to note the proposed agenda.

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c) Planning Inspectorate hearing re appeal for Comley Plot 10b to be held Tue 21 Oct

The Chairman will attend the hearing and present a submission on behalf of Council, having circulated his submission first to PCllrs for information. Cllr Harvey and Cllr Maines will also attend and will meet with the Chairman shortly to discuss the issue.

ACTION: The Chairman to circulate his submission prior to the 21st Oct

d) Quarterly Report on data from the Council's Speed Monitoring Devices

The Speedwatch representative delivered his report. He advised that, when the team use radar gun technology to manually record speeds, the data is used to generate letters which are sent by PCSO, the Police and then Traffic Police in succession to offenders. However, the ASW camera data is not currently being used to generate letters despite the type of data being the same.

ACTION: The Chairman is to send a letter to the Police and Crime Commissioner requesting Hampshire Constabulary's status of adopting the ASW functionality

10. MATTERS FOR INFORMATION:

a) Emails received on Farnborough Airport expansion planning application.

Council noted the emails but agreed that it was too far away to be a concern for the Parish and no further action was required.

b) Report on HTR Stakeholders Mtg held 09 Sep.

The Chairman advised that the reservoir project was going well. He updated Council on the placement of the visitor centre and advised that he was strongly opposed to permitting any water sports in order to prevent the reservoir being turned into a honeypot for visitors because of the ever increasing traffic on local roads.

c) Report on SDNPA Parishes Virtual Mtg held Wed 01 Oct.

Council noted the Chairman's update.

d) External Audit.

The Clerk reported that the external audit was complete with no actions required.

11. Date of Next Meeting

Monday 3rd November 2025 at The Small Parish Hall, Rowlands Castle

The Meeting ended at 21.10 hours

During the course of the meeting there were 7 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.