

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 3<sup>rd</sup> November 2025

**Monday 3 November 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**

Apologies were received and agreed from Cllr Marge Harvey and Cllr Edwards.

**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 1<sup>st</sup> 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. Council discussed one item under **Update on speed camera signage under ASWs** – the Admin Officer advised why the speed camera signage was not allowed to be fixed on lamp posts in spite of being told by a HCC official that they could be. Alternative sites are being investigated.

**ACTION: AO to advise where the signs might be displayed**

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

A verbal report was received from DCllr Maines as follows:

- She found the EHDC Conservation Consultation very interesting as would, she thought, many residents and suggested that the Council should make residents aware of the consultation and that the document contained some good history of the village.
- Reported that she hoped to receive a response from MP Damian Hinds regarding the Comley Hill Plots issue on or by 14<sup>th</sup> November.

**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-25-1114-  
CONVR

VARIATION OF CONDITION 16 AND VARIATION OF CONDITIONS 32 AND 8 OF PLANNING PERMISSION REFERENCE 52401/008 IN ORDER TO RETAIN, WITH A FOAM FILL, UNDERGROUND FUEL TANKS, RETAIN THE EXISTING ATM POD, OMIT TIMBER FENCE TO CABINET AND OMIT RECITIFIERS TO EVC PROVISION.

*Shell Whichers Gate, Whichers Gate Road, Rowlands Castle*  
(Cllr Bill Wilson)

Cllr Wilson outlined the Application in accordance with his review (circulated previously) and noted several procedural errors in the documentation submitted by Applicant and, on this basis, Council RESOLVED to OBJECT to this application. Additionally, Cllr Moore will ascertain whether Hampshire Fire & Rescue was consulted before fuel tanks were filled with foam.

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EHDC-25-1143-VOC	VARIATION OF CONDITION 2 TO PLANNING PERMISSION REFERENCE EHDC-25-0157-FUL TO CHANGE PLAN NUMBER REFERENCES TO ENABLE AN AMENDED DESIGN, TO INCORPORATE SOLAR PV PANELS TO SELF-BUILD DWELLING <i>89 Finchdean Road Rowlands Castle PO9 6EN</i> (Cllr Yvonne Haggard) Cllr Haggard outlined the Application (circulated previously) stating that there were no infringements being caused by the erection of the solar panels and Council unanimously RESOLVED to make NO OBJECTION.
60157	OUTLINE PLANNING APPLICATION WITH ALL MATTERS RESERVED EXCEPT FOR ACCESS, LAYOUT AND SCALE OF 30 DWELLINGS; ACCESS OFF WHICHERS GATE ROAD via WOODLANDS AVENUE AND ASSOCIATED WORKS <i>Land to the South East of Woodlands Avenue, Rowlands Castle</i> Cllr Wilson outlined the Application in accordance with his review (circulated previously) and it was noted that the proposal included the use of Woodlands Avenue for access, which was of concern to the Council and to residents, erecting dwellings on a Site of Importance for Nature Conservation (SINC) and that the Scale in overall volume of dwellings was too high. It was also noted that the majority of objections identified in the previous application had not been addressed. Council unanimously RESOLVED to OBJECT.
EHDC-25-1217-LDCP (For Note Only)	CONSTRUCTION OF A DETACHED GARDEN WORKSHOP WITH A SINGLE PITCH ROOF. INFORMATION ONLY - THE PROPOSAL WILL BE ASSESSED AGAINST RELEVANT LEGISLATION AND THEREFORE NO COMMENTS SOUGHT. <i>67 Bowes Hill, Rowlands Castle, PO9 6BS</i> No comment submitted.

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

### a) Flood Barriers in Woodberry Lane

Council discussed the proposal of installing flood gates at the ford for use by HCC when the winter Lavant rose above a safe height. Issues of funding, Road Safety Audits, the use of technology and procedures were all raised. Council RESOLVED that further investigation was needed to understand precisely what funding would be required for installation and maintenance and its origin; and what requirements HCC Highways would have of the Parish Council in supporting its operation.

### b) Consultation on EHDC Draft Rowlands Castle Conservation appraisal and mgmt. plan

Council noted Cllr Wilson comments (circulated previously) and RESOLVED to submit these, and other comments still to be gathered, via the Consultation portal.

**Action: Admin Officer to collate all comments received by Councillors ready for submission.**

**Action: Clerk to add a post to Grapevine stating where residents can view the draft appraisal**

### c) Should residents be given the opportunity to vote on the continuation of raising the Ukrainian Flag in support of the Ukrainian people.

Council agreed that as the elected body representing the Parish the decision to continue to fly the Ukrainian and other official flags should fall solely within its purview and thus, by previously agreed delegation below Full Council, to the Flag Master as the responsible person. Matters pertaining to the flying of flags should be directed to the Flag Master in the first instance.

### d) The requirement for a Tree Warden as stated in the Tree Policy.

Council agreed that it had been managing tree works within the Parish for several years without a Tree Warden and therefore it RESOLVED to update the Tree Policy to reflect this.

**ACTION: Clerk to amend Tree Policy**

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

### a) Report on Council's Bank Accounts as at 31st October 2025, for acceptance.

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Council ACCEPTED the report on the Bank Accounts.

Account	Balance
Lloyds Current Account	30,889.16
CCLA Public Sector Deposit Fund	100,732.15
12-month Fixed Rate Bond	16,284.74
12-month Fixed Rate Bond	20,000.00

**b) September 2025 Schedule of Payments, for authorization**

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 2 signatories present.

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

October Payments			
Expenditure item	Supplier	Payment	VAT
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	781.25	
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	128.25	
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	18.50	
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	166.50	
Office Rental	R J Winnicott Ltd	3,154.20	525.70
Hall Hire for Council Committee Mtg	Rowlands Castle Parish Hall	13.10	
Speed Camera Signs	SSP Direct	477.36	79.56
Monthly Charge for SIM card for CCTV at Recreation Ground	Three Business	11.78	
Education	SLCC Enterprises Ltd	144.00	24.00
External Audit Services	BDO LLP	504.00	
MFD Provision and Maintenance	Managed Print Partners Ltd	10.72	
Reimbursement & Travel Expenses	Cllr C Stanley	14.40	
Transfer to PSDF	CCLA's Public Sector Deposit Fund	30,000.00	
Managed Cloud & Anti-Virus Renewals for 2 of RPCP's PCs/laptops	David Somma t/a Microsomma	200.00	
Grant	Rowlands Castle Parish Council	60.00	
Reimbursement & Travel Expenses	Gill Whatley	19.99	
Consumables	Viking Payments	155.66	25.94
Reimbursement of Sundries	Jonathan Edwards	20.00	
Telephone & Broadband	Focus Group	128.14	21.36
Bank Service Charge (6 months)	Lloyds TSB Bank	51.00	
Salaries incl PAYE and NICs	Rowlands Castle Parish Council	6544.35	
<b>Total</b>		<b>42604.20</b>	<b>676.56</b>

**c) Re-appointment of DoTheNumbers as the Parish Council's internal auditor**

Council unanimously RESOLVED to re-appoint DoTheNumbers as its internal auditor

**d) Replacement of Wooden fence in Nightingale Close and Kingfisher – Quote**

Council unanimously RESOLVED to obtain further quotes before making a final decision.

**ACTION: Clerk to obtain further quotes and follow up with CClr Harvey and DCllr Maines on previous verbal agreements to contribute towards costs.**

**e) Need to identify who will form the Budget WG for next FY considerations and consider dates in December to meet.**

Council RESOLVED that Cllr Stanley, Cllr Ball, Cllr Edwards and the Clerk would form the 26/27 financial budget working group

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## 9. MATTERS FOR DISCUSSION:

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

Council reviewed the Summary and was advised by the Lengthsman, via the Clerk, that the vegetation in between Nightingale Close and Kingfisher Drive was in need of cutting back around and behind the trees as it had become overgrown over a long period of time.

**ACTION: Clerk to obtain a quote for this work.**

### b) Chairman's report on Hampshire Association of Local Councils (HALC) AGM and Conference held on 22 Oct.

Cllr Stanley provided a substantial written brief to Council in advance of the meeting. Among a variety of subjects discussed at the Conference there was a presentation by the Police & Crime Commissioner and 2 colleagues on the progress made in dealing with crime in various ways with more beat officers, more police stations opened, increased use of drones, 2 more speed detector vans and some motorbikes as well, more ANPR cameras in police cars and an increase in the Rural Crime team. A Road Safety fund worth £500k has been launched and the PCC will welcome applications for up to £20k over the next few weeks for projects or items which can demonstrate how they promote safer use of our roads and support victims. Cllr Stanley raised the issue of aggravated speeding and the fact that the police are not using the information provided by the Automatic Speed Watch (ASW) cameras. He was advised that the ASW supplying company need to seek accreditation from the DfT in order for them to be used by the Police for prosecution. In the meantime, however, a HEAT map derived from the camera data showing the times during the week when speeding is most likely to occur can inform police decisions when and where to deploy for speed checks.

## 10. MATTERS FOR INFORMATION:

- a) Chairman's comments following Planning Inspectorate Hearing regarding Lot 10b Comley Hill held 21 Oct 25.
- b) Chairman's feedback from H2H CRP Steering Group mtg held 08 Oct 25
- c) Chairman's feedback on LEOH mtg with HPC and DCllrs held 08 Oct 25
- d) Chairman's feedback from reservoir Interim Stakeholders' mtg held 15 Oct 25.

The Chairman provided a written report covering these events. There were no points raised by fellow Cllrs in the meeting.

## 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

Council RESOLVED as per above. The Clerk and the Admin Officer left the meeting at this juncture whilst the following item was discussed by Council.

## 12. To Receive a Report and Recommendations from the Staffing & Remuneration Committee regarding the Council's Employees and their remuneration and approve the minutes and Agree Actions thereon.

The information below references the relevant paragraphs of the Report and Recommendations recorded in the Minutes of the Staffing & Remuneration Committee meeting held on 27<sup>th</sup> October, as follows:

8i - Council voted unanimously to award its staff an additional minor pay increase back-dated to 1<sup>st</sup> April 25 to reflect the final pay increase agreed by the National Joint Council for Local Government for this FY. (Not applicable to staff on the National/Minimum Living Wage (N/MLW).

8ii – Noting the general delay in the NJC reaching an agreement each year, Council voted unanimously to award staff a further 2.5% pay increase wef 1<sup>st</sup> April 26 (N/A to staff on N/MLW). This will inform the budget deliberations for FY26/27.

8iii - Council agreed to review the above decision at 8ii) later in the 26/27 FY if required should the final NJC 2026 pay agreement require it.

9 - Council voted unanimously to accept the recommendation that Dominic Harland-Jones be confirmed as the Clerk to the Council after his 6-month probation period.

10 - Council voted unanimously to accept the recommendation that the Clerk's working hours be increased to Full Time i.e. 37.5 hrs per week, wef 1<sup>st</sup> November 2025 in view of the high workload required to support the Council's business.

12 - Council voted unanimously to accept the recommendation that a pay increment be awarded to

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the Admin Officer on gaining ILCA and FILCA certification.

**Date of Next Meeting**

Monday 1<sup>st</sup> December 2025 at The Small Parish Hall, Rowlands Castle

*The Meeting ended at 21.40 hours*

During the course of the meeting there were 12 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.