

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 12th January 2026

Monday 12th January 2026 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 B Wilson, Cllr M Harvey, Cllr Jackson

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 I Moore, Cllr J Edwards, Cllr S Donald. Cllr Marge Harvey, DCllr Charlene Maines also sent their apologies

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 December 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.

4. To Receive Reports from County & District Councillors, and other delegates, if appropriate:
No reports were provided.

5. OPEN FORUM – Limited to 15 minutes in total and a max 3 mins for each individual speaker
A resident asked what was being done by the Parish Council to secure the ensuing gap between the Tennis Court northern inner fence and the outer football fence once the trees/hedge had been removed from between them and who had been notified of the work to remove the hedge.

Council advised that it did not receive sufficient notice from the Tennis Club for works beginning this week therefore there was no time to advise residents. Council agreed for the Facilities Officer to notify residents via Grapevine that work to remove the existing hedge on the northside was underway. Once the hedge is removed the low fence to stop footballs going into the hedge will be replaced so as to safeguard the hedge area until the new hedge is planted in mid to late summer.

Post Meeting Note: The Facilities Officer has published a message on Grapevine and the contractor has put up some warning tape around the works.

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-25-1414-HSE FNO	DEMOLITION OF AN EXISTING CONSERVATORY TO REAR F PROPERTY AND THE CONSTRUCTION OF A FLAT ROOFED SUN ROOM/ORANGERY – RETROSPECTIVE (1 Holt Gardens, Rowlands Castle, PO9 6BH) (Cllr Edwards)
	It was noted that Cllr J Edwards had reviewed the application. Due to the submission deadline falling between Full Council meetings on 30th December, Council had unanimously RESOLVED via email to submit a response of NO OBJECTION.

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EHDC-25-1469-HSE	<i>FRONT GARAGE EXTENSION (50 Links Lane, Rowlands Castle, PO9 6AF) (Cllr Stanley)</i>
	It was noted that Cllr C Stanley had reviewed the application. Council RESOLVED to submit a response of OBJECTION. Should EHDC approve the Application contrary to the requirement stated in the Residential Extensions & Householder Development SPD dated Jul 2018, Council will request an explanation to determine EHDC's current view on new garages being built forward of the building line.
EHDC-25-1114-CONVR FNO	<i>VARIATION OF CONDITION 16 AND VARIATION OF CONDITIONS 2 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, OMIT RECTIFIERS TO EVC PROVISION, AND REDUCTION IN SIZE OF PUMP ISLAND (AMENDED DESCRIPTION TO INCLUDE REDUCTION IN SIZE OF PUMP ISLAND) (Shell Whichers Gate, Whichers Gate Road, Rowlands Castle, PO9 6BB) (Cllr Wilson)</i>
	It was noted that Cllr B Wilson had reviewed the application. For Note Only as Council had already RESOLVED to submit an OBJECTION.
EHDC-25-1473-ADV	<i>INSTALLATION OF REPLACEMENT AND NEW ILLUMINATED ADVERTISEMENT SIGNAGE, INCLUDING CANOPY SIGNAGE, FREESTANDING SIGNS, FASCIA SIGNS, PUMP SIGNAGE AND EV BAY SIGNAGE AT AN EXISTING PETROL FILLING STATION (Shell Whichers Gate, Whichers Gate Road, Rowlands Castle, PO9 6BB) (Cllr Wilson)</i>
	It was noted that Cllr B Wilson had reviewed the application. Council unanimously RESOLVED to make NO COMMENT

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

a) Agree Rec Ground Working Group Terms of Reference (ToR)

Council reviewed the document (circulated previously) and, following discussions, RESOLVED unanimously the following:

That the ToR should:

- Ensure future maintenance requirements for any structural improvements or new installations are understood and documented for future budget purposes
- Include the relevant age range for proposed target users of equipment or facilities
- State that the Parish Council will approve all funding and make final decisions based on RCWG proposals it receives.
- Be a living iterative document
- Be published on the RCPC website

It was also agreed that Actions arising or other outputs from each WG meeting would be published on the RCPC website

The RCWG needed a further Councilor to join it and Cllr Haggard accepted this role.

The Facilities Officer would contact the Football and Cricket clubs again to encourage representation in the RGWG.

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ACTION: Facilities Officer to act on the above requirements.

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

a) Report on Council's Bank Accounts as at 31st December 2025, for acceptance.
Council ACCEPTED the report on the Bank Accounts.

Account	Balance £
Lloyds Current Account	8,772.32
CCLA Public Sector Deposit Fund	101,009.10
12-month Fixed Rate Bond	16,284.74
12-month Fixed Rate Bond	20,870.00
Of which:	
Unrestricted Reserves	53,885.37

b) December 2025 Schedule of Payments, for authorization

Cllr Harvey stated he had reviewed the schedule (circulated previously) and queried two entries. It was unanimously RESOLVED to AUTHORIZE the Schedule once it had been confirmed correct by the Clerk. The Schedule was then signed by 2 signatories following the meeting.

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

December Payments £			
Expenditure item	Supplier	Payment	VAT
Registration, set up and email for new .gov.uk domain name	WJPS Software Ltd t/a Active Council	21.00	4.20
Pension Administration Fee	Cushon Master Trust	20.00	4.00
Repairs to electrical sockets in The Green	Mark Fay t/a SPS Electrical Contractors	80.00	
Reimbursement of Sundries	Dominic Harland-Jones	13.60	
Hedge Cutting & Maintenance	Lawn Pro	500.00	
Annual Website Hosting and Domain Name Renewal	Voxit Ltd	125.00	25.00
Monthly Charge for SIM card for CCTV at Recreation Ground	Three Business	9.82	1.96
Defibrillator Consumables and Repairs	Instant Glass & Glazing	155.09	31.02
Hall Hire for Council Mtg x 2	Rowlands Castle Parish Hall	54.30	
MFD Provision and Maintenance	Managed Print Partners Ltd	20.26	4.05
Annual Membership for Clerk	SLCC Enterprises Ltd	379.00	
IT	David Somma t/a Microsomma	740.00	
Defibrillator Consumables and Repairs	DefibWorld	464.99	92.00
Education	Hampshire Association of Local Councils Ltd (HALC)	53.50	10.70
Pitch Improvement Treatments	Southern Ground Care Ltd	1300.00	260.00
Monthly Salaries	Rowlands Castle Parish Council	5707.87	
Bank Service Charge	Lloyds TSB Bank	8.50	
Telephone & Broadband	Focus Group	87.41	17.48
Pension Contributions	Cushon Master Trust	338.86	
Mobile Phone - Office and Officers	T-Mobile (EE)	48.00	9.60

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Total			10,127.20	460.01
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Receipt item	Supplier	Credit
County Councillor Grant	HCC	1000
Donation towards Hedge Cutting on Station Approach	Hants Community Rail Partnership	200
Total		1,200

c) Approve the Recreation Ground Charity Accounts Annual Return.

Council reviewed the Annual Return (circulated previously) and noted an anomaly in the Opening Balance and requested the Clerk to investigate and advise Council following the meeting. Council AGREED that approvals would be given by email.

ACTION: Post Meeting Note: Clerk has since investigated and identified that the previous Return for FY 23/24 contained an error in the opening balance that then affected the follow-on opening balance for FY 25/26. The Clerk will advise the Charity Commission of this fact.

d) Review and provisionally approve draft 2026/2027 Parish Council Budget

Council reviewed the Budget (circulated previously) and Unanimously RESOLVED to adjust several budget lines before circulating for further review. Allowance had to be made for increases in staff costs, noticeably NI employer contributions and the Clerk working full time, provision for professional services, Green treatment and potential flood alleviation work but these were partially balanced by some reductions, notably that the Parish Hall Admin Officer is now fully funded from PH income and there was no requirement in FY26/27 to part fund pitch improvements owing to monies still left from the original Football Fund allocation. Following the adjustments the Total Outlays proposed from the Precept are £164092, an increase of £5147 on last year's precept claimed, which represents a modest 3.2% increase or just over £2 per annum for a Band D property for FY26/27. This matched the current rate of inflation. A further £17850 worth of possible Outlays will be funded from Reserves or other sources of income such as grants. The budget will be formally agreed at Council's meeting on 02 Feb enable the Precept submission to EHDC to proceed.

ACTION: Clerk to make the necessary adjustments and circulate to Councillors for a final review prior to formal approval being sought at the next Full Council Meeting.

e) Approve the transfer of some CCLA funds to Current Account

Council unanimously RESOLVED to transfer £30,000 from CCLA investment account to the Current account to cover forecasted payments to end of financial year with a view to a further transfer of circa £8,000 should it be required.

ACTION: Clerk to arrange transfer of funds

f) Approve 3 ASW camera licences renewal expenditure

Council unanimously RESOLVED to renew the subscriptions for the 3 ASW cameras for a further year at a total cost of £537.00 plus VAT.

ACTION: Clerk to renew subscriptions

9. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings Parish Office for December 2025.

Council NOTED the Summary (circulated previously) and discussed, briefly, the item with the proposal to request Hampshire Highways install deer crossing warning signs on Woodberry Lane to warn of potential driver danger and deer fatalities. Clerk advised that Hampshire Highways had responded with a negative due to no evidence of serious accidents recorded in the past 5 years and deer crossings ought to be anticipated by drivers on rural roads.

b) Community Speedwatch report

The Speedwatch leader for Rowlands Castle, Bill Brown, summarised his report (circulated previously) in which he advised that traffic volume was significantly down compared to the previous quarter's figures. This was assessed as being partially due to the traffic lights causing extensive delay on the B2149 and drivers using alternative routes to get to and from the coastal plain.

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He recounted from his meeting with the new Chief Superintendent of Joint Operations, Hampshire Constabulary, that a fleet of new traffic police motorcycles were to be deployed through Hampshire on rural roads to help combat speeding.

Some data obtained from the ASW cameras was missing some detail due to lack of charge to the units particularly in Manor Lodge Road. He was advised that this was due to the solar panel and lenses requiring regular cleaning especially in the winter months.

A Councillor asked when the camera warning signs would be erected and was advised by the Clerk that the owners of the lamp posts where the signs were to be erected had refused permission and so alternatives were needed and will be investigated.

ACTION: The Clerk with Bill Brown is looking into alternatives.

c) Update on Football Foundation Grant expenditure

The Facilities Officer delivered her summary of the update (circulated previously) pertinent to the proposed budgetary requirement for expenditure on Rec Ground pitch maintenance. Council NOTED that no precept budget would be required for the next financial year for this maintenance.

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 31st December 2025

Council NOTED that no decisions had been promulgated for this period.

b) Parish Hall refurbishment and upgrade work

Refurbishment to the cloakrooms and changing rooms commenced on 5th January 2026 and are expected to last for three weeks. All groups will continue to run during this period, with temporary toilet arrangements in place. Chairman of the Parish Hall Committee, Cllr F Ball, advised that works were well underway.

c) d) e) Chairman's combined report on HTR Stakeholder Advisory Group meeting held 2nd December 2025 / The latest Water Matters Group mtg with Ofwat held 15th December 2025 / A meeting with Damian Hinds and Alan Eyers at Rowlands Castle railway station held 19th December 2025 to review new information boards put up by RCHH.

The Chairman provided a verbal precis of his combined paper (circulated previously).

With regard to the Water Matters Group, the Chairman advised that Ofwat still believe that water recycling is needed as part of a comprehensive water supply. WMG is doing all that it can to push back on the WT&WR Project regarding waste treatment and transfer but believes the decision-makers are looking to just make more water available rather than looking across the whole water supply options and what might be done more cheaply for customers.

With regard to the station meeting the Chairman commented on the difficulty in getting a feasibility study for the railway station ramp underway and will try again to spur HCC Transport Dept and SWR into action. The Chairman advised that our MP, Damian Hinds, had offered his support to expedite matters and that will be taken up if progress remains stalled.

The Chairman also advised that the history information boards on the station were very impressive and that Damian Hinds thought so too. Well done to Alan Eyers, Chairman of the RCHH Society, and his colleagues.

11. Date of Next Meeting

Monday 2nd February 2026 at Small Parish Hall, Rowlands Castle.

The Meeting ended at 21.10 hours

During the course of the meeting there were 6 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.