

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 13.05.24

Monday 13 May 2024 at 7.50pm (immediately after the Annual Meeting of Council)

The Meeting Place, The 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 S Donald, Cllr J Edwards, Cllr Y Haggard, Cllr V Matthews, and Cllr B Wilson (see Item 1).

C Newman (Facilities Officer), C Cllr M Harvey, D Cllr C Maines and Mr M Dombey (RCA representative) were also present in part.

MINUTES:

Taken by L Walker (Clerk to the Council)

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

Apologies for absence were received and agreed from Cllr I Moore. It was noted Cllr Wilson would be arriving a little late due to a prior commitment as a school governor.

2. To Receive any Declarations of Interest

Cllr Ball declared a non-pecuniary interest in Item 6 as a resident living near 16b The Green.

Cllr Wilson joined the Meeting at this point, just after 7.50pm

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 10 April 2024, 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 Update on the Progress of Resolutions (circulated previously) was received and NOTED and a copy will be kept with these Minutes.

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

County Cllr Marge Harvey Cllr Harvey summarised her Report (previously circulated, a copy of which will be kept with these Minutes) on the following Hampshire County Council (HCC)-related matters:

- Her monitoring of the continued issue of pot-holes around her division;
- Subsiding of flood waters, the consequent re-opening of Woodberry Lane, her request that all related signage be removed (the Clerk has also requested this on-line) and, in conjunction with the Parish Council, her pursuit of a more permanent solution if/when the road needs to be closed again during future flooding;
- The latest Consultation on parking in Rowlands Castle (see Item 7 e);
- Her support for Donna Jones as the re-elected Hampshire Police & Crime Commissioner.

In response to cllrs' and/or officers' queries, Cllr Harvey undertook to: Press for the works still required on Finchdean Road (between Finchdean and Dean Lane End) to be carried out so the barriers could be removed; Get the remaining signage removed from South Lane.

District Cllr Charlene Maines Cllr Maines explained she had not submitted a written report as there was little to add to her previous one. She referenced the following East Hampshire District Council (EHDC)-related matters:

- The anticipated briefing on the next steps for the Local Plan has been postponed to July;
- Future Council meetings may now be held in EHDC's new HQ, Monterey House;
- She has become a member of the Overview and Scrutiny Committee;
- Her intention to meet with more local residents, now the weather has improved;

In response to cllrs' and/or officers' queries, Cllr Maines undertook to check what action had been undertaken/was planned for various Comley Hill plots. She believed EHDC's Planning Committee was due to start meeting again soon and acknowledged the ramifications for some of the larger developments eg on Bartons Road and at Land East of Horndean.

Members were concerned to hear of informal discussions (beyond the Parish) about a potential amendment to the Parish boundary to take account of development and commented there was a formal process for any such changes which included a public consultation.

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

A resident complained of continuing issues with the collection of recycling from Greenside (just off The Green) whilst acknowledging D Cllr Maines' efforts to date to resolve the issue.

Members received a request from the retiring local RBL Co-ordinator to hold a short flag-lowering ceremony on The Green on 6 June in honour of the 80th Anniversary of D-day. No formal decision could be made as the request had been received after the publication of the Agenda. It was agreed it would be included for formal decision on the Agenda for the next Council Mtg on 3 June. Given the request was likely to be granted, it was agreed announcements re the ceremony could be made in the meantime.

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.

EC/58572/002 Notification of Receipt of Enforcement Appeal: Planning Inspectorate Ref: APP/M1710/C/24/3341619 UNAUTHORISED CONSTRUCTION OF A BALUSTRADE AND LAYING OF DECKING ON A FLAT ROOF AND INSERTION OF FRENCH DOORS TO FACILITE THE DEVELOPMENT
16b The Green, Rowlands Castle PO9 6BN

Members noted Cllr Stanley's draft response to this Appeal (circulated previously). It was unanimously RESOLVED to accept the draft, finalise and submit it to the Planning Inspectorate by the deadline of 14 May. (Cllr Ball did not vote.)

25178/086 For Note Only Application for Consent for Works to Trees Subject to a Tree Preservation Order: REDUCE HEIGHT BY 2.5M LEAVING A FINISHED HEIGHT OF 16.5M, REDUCE WIDTH BY 2.5M, LEAVING A FINISHED WIDTH OF 10.5M OF NO.1 OAK TREE (G1) (E.H.619) (69 CASTLE ROAD, ROWLANDS CASTLE) TREE PRESERVATION ORDER 2006
69 Castle Road, Rowlands Castle, PO9 6AR

It was noted members had reviewed this Application and, with their agreement, a response of NO OBJECTION had been submitted by the deadline of 26 April.

51680/008 Revised Comments For Note Only Reserved Matters Application for Phase 2 - Wetland. Reserved matters comprise siting, scale, appearance and landscaping pursuant to Condition 2. The hybrid application was environmental impact assessment development and an environmental statement was submitted as part of the approved application.
Havant Thicket Winter Storage Reservoir, Manor Lodge Road, Rowlands Castle

Since its consideration at the previous Council meeting, additional information had come to light regarding this Application. Having reviewed the information, members had agreed Council's comments should be amended to OBJECTION on a number of grounds. These were submitted on 26 April with the agreement of the relevant Case Officer.

26978/022 For Note Only NOTIFICATION OF PRIOR APPROVAL FOR THE INSTALLATION, ALTERATION OR REPLACEMENT OF OTHER SOLAR PHOTOVOLTAICS (PV) EQUIPMENT ON THE ROOFS OF NON-DOMESTIC BUILDINGS, UP TO A CAPACITY OF 1 MEGAWATT APPLICATION - APPLICATION TO DETERMINE IF PRIOR APPROVAL IS REQUIRED FOR THE SUPPLY AND INSTALLATION OF 364 NO. PV SOLAR PANELS WITH A MAXIMUM OUTPUT OF 152.88KWp. THE PANELS WILL BE INSTALLED ON THE PITCHED ROOF OF THE HOSPITAL BUILDING ON SITE.
Spire Portsmouth Hospital, Bartons Road, Rowlands Castle PO9 5NP

It was noted members had reviewed this Application and, with their agreement, a response of NO OBJECTION had been submitted by the deadline of 25 March.

60157 Advance Notification Notification of Outline Planning Application with all matters reserved except for Access, Layout and Scale for 35 Dwellings including 14 Affordable Homes.
Land to the south east of, Woodlands Avenue, Rowlands Castle

Members noted this significant Application, of which Council had recently been notified. It would be considered at Council's next Mtg on 3 June, having obtained an extension to the deadline for comments from the relevant Case Officer.

Action: Admin Officer/Clerk to submit comments on relevant Applications to EHDC/SDNPA

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

At the suggestion of the Chairman, and with the agreement of other cllrs, the order of the Agenda was varied for the benefit of those residents present and wishing to comment on particular topics.

e) HCC's Traffic Order Proposals (TOPs) for The Green, Bowes Hill and Woodberry Lane – The Chairman outlined the proposals and members noted the thoughts both he and C Cllr Harvey had to date (all circulated previously). At the invitation of the Chairman, several residents expressed their views that whilst the proposals for Bowes Hill and Woodberry Lane were welcome, the proposals for 4-hour parking along parts of the south side of The Green were not. They would likely exacerbate the parking issues around The Green, especially for those residents living on the north side. One resident acknowledged the need for passing places to remain along the south side of The Green to facilitate the movement of traffic. Another commented that the existing double yellow lines around the land opposite The Castle Inn had not been repainted after the road had been resurfaced, adding further to the parking issues. Members also noted reports of cars parking on the eastern side of Bowes Hill near the railway arches and west of The Castle Inn to the arches. Members noted this could be discouraged if the double yellow lines proposed by the entrance to the station were extended down to the main junction by the railway arches and round the corner to The Castle.

It was unanimously AGREED to submit Council's response on the Consultation in accordance with the collective views expressed above for submission by the agreed extended deadline of 15 May.

Action: Clerk to draft response for approval and submission by the deadline

c) THE RECREATION GROUND:

▪ **Decision in principle re RCA Request to hold 2024 Fireworks Display on the Ground** – Members noted the RCA's initial thoughts on the 2024 Display (circulated previously). At the invitation of the Chairman, Mark Dombey addressed the meeting as the RCA's representative and nominated manager of the event. He explained the RCA wished to explore variations to the 2024 Display to encourage ticket sales, which were somewhat lower in 2023. The RCA would look to fund any additional costs through sponsorship so that ticket prices remained the same. It was unanimously RESOLVED to AGREE in principle to the request so that the RCA could undertake more research on the matter.

Action: RCA to research variations and make proposals to Council at a later date

a) Quotes for Recommended Works to Roofs of Parish Hall and Pavilion – Members noted the Facilities Officer's briefing on the quotes for the works received from 4 different firms. After careful consideration, it was unanimously RESOLVED to appoint Portsmouth Roofing & Construction Ltd to undertake the recommended works to both buildings at a cost of £9,680 + VAT.

Action: Facilities Officer to liaise with successful contractor to schedule works

b) Application(s) for EHDC's Supporting Communities Grant Funding thereon – Members noted and congratulated the Facilities Officer on her draft Application (circulated previously) for funding for the works in Item 7 a). It was unanimously RESOLVED to:

- i) Approve and submit the Application by the deadline of 14 May;
- ii) Contribute £4,840 + VAT ie 50% of the cost, in accordance with the terms of the Application;
- iii) Pay 100% of the cost to allow the works to be undertaken before August, when a decision on the Application is due, subject to EHDC's confirmation that this does not contravene any grant conditions.

Action: Facilities Officer to submit Application, having sought relevant confirmation

c) THE RECREATION GROUND (cont):

▪ **Update on Funding following FA's Pitch Assessment** – Further to discussions at previous Council Mtgs, the Facilities Officer explained that, after 13 separate reports of issues with the Football Foundation's funding application process, she had finally managed to resolve matters. The Application will be submitted as soon as an SLA with Castle United Youth FC is agreed, to show its continuing commitment to using the Ground.

Action: Facilities Officer to liaise with CUYFC and submit Application accordingly

▪ **Further Review of Council's Surveillance Camera System Policy** – Further to amendments agreed at the previous Council Mtg, it was AGREED to make a further amendment to the Policy so that only one councillor's permission would be required to release images to a third party eg the police.

Action: Clerk to amend and publish revised Policy

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d) THE GREEN including Deerleap Verge:

- **Update on Prototype Options for Lids for bins around The Green** – The Clerk explained she had yet to receive detailed costs from the contractor and therefore a decision was DEFERRED to a later date.
Action: Clerk to pursue contractor for costs

f) Application for s106 Monies on behalf of Durrants Allotments Association (DAA) – Cllrs Edwards and Haggard declared their interests as allotment holders and officers of the DAA. Members noted the draft Application (circulated previously) with the Facilities Officer's annotations and suggestions, given her experience of drafting such documents. Cllr Edwards explained the rationale for the proposed communal shed for the Allotments. He confirmed no planning permission would be required, approval had been obtained from Portsmouth City Council as the landowner and there were no other allotments in the Parish. EHDC currently held £3,738.70 in specified s106 monies for allotments in the Parish but the DAA did not have its own account. In order to utilise the funds, it would need Council to make the Application on its behalf and, if approved, purchase the shed, commission the base, gift it all to the DAA then claim the approved funds. It was unanimously RESOLVED (Cllrs Edwards and Haggard did not vote) that:

- i) Council would finalise and submit the Application, once all required documentation was in place;
- ii) Progress matters accordingly, as detailed above.

Action 1: Clerk to liaise with DAA to finalise Application for submission to, and approval by, EHDC

Action 2: If approved, Clerk to purchase shed and base for Council to gift to DAA

Action 3: If approved, Clerk to apply for allocated funds once goods have been received

g) Re-joining Hampshire Association of Local Councils (HALC) – Members noted the Clerk's briefing (circulated previously) on the background to Council leaving HALC several years ago and the relative merits of re-joining. It was unanimously RESOLVED to re-join HALC for 2024/25 at a cost of £857.00 (including NALC Levy of £208).
Action: Clerk to inform HALC and pay invoice accordingly

h) Informal Contract with Jan Halliwell/ELR to provide 'Handyman' Services to Council – It was unanimously AGREED to continue Council's informal arrangements with Jan/ELR for the provision of 'handyman' services, on the understanding that Council be advised of approaches by any others offering a similar service.

Action: Clerk to liaise with ELR and inform council of any future offers, should they arise

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

- a) Internal Auditor's Report for year ended 31 March 2024** – Included on Agenda due to an administrative error and DEFERRED for discussion until the next Council Mtg on 3 June.
- b) Annual Governance and Accountability Return for year ended 31 March 2024** - Included on Agenda due to an administrative error and DEFERRED for discussion until the next Council Mtg on 3 June.
- c) Parish CIL Annual Record for year ended 31 March 2024** – Members noted the Clerk's draft Record (circulated previously) which was unanimously APPROVED and signed by the Chairman prior to publication on Council's website and submission to EHDC.

Action: Clerk to publish on website and forward copy/link to EHDC

d) April 2024 Schedule of Payments, for authorisation – Cllr Edwards stated he had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE the Schedule (circulated previously), which was then signed by the 3 signatories present.

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

Method	Amount £	Payee	Reason
DD	267.08	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	111.90	Focus Group	Monthly fee for Office phone and broadband
DD	22.00	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	10.80	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	500.00	Citizens Advice East Hampshire	Grant towards running costs
DD	13.94	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	840.00	Beady Eye Security Ltd	Additional CCTV cameras at Rec Ground
IBT	1,746.36	Quality Land Services Ltd	Litter/Dog waste collection Jan to March 2024
IBT	2,935.80	R J Winnicott Ltd	Office rental from 1 April to 30 Sept 2024

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IBT	91.18	Viking Payments	Pavilion consumables – Toilet rolls for WCs
IBT	32.30	RC Parish Hall	Hall Hire: Council Mtg
IBT	475.00	Do the Numbers Ltd	Internal Audit fee for yr ended 31 March 2024
IBT	1,366.80	Starboard Sys t/a Scribe Accounts	Subscription to accounting software + set up
IBT	100.00	David Somma t/a Microsomma	Managed Cloud Anti-virus Renewals
IBT	150.00	Blue Star Asbestos Ltd	Reinspection Survey for Pavilion
IBT	166.80	Thesaurus t/a Bright Software Grp	Payroll Software Licence for 2024/25
IBT	30.00	David Biggs	Training on Unauthorised Encampments
DD	4.66	Rowlands Home Hardware	Parish Office consumables
IBT	1,538.61	Exterior Living Rooms Ltd	Grass Cutting, handyman, Lengthsman servs
IBT	16.02	C Newman, Facilities Officer	Reimbursement for public WCs signage
PP	20.00	Tesco Mobile	Top-up for Office Mobile PAYG Phone
IBTs	6,309.48	Staff salaries including HMRC, PAYE and NIC + additional hours + pay increase	
Total	16,748.73		

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

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

Action: Clerk to make any remaining payments according to Schedule

A list of receipts into the Current Account in April 2024 is included below:

Method	Amount £	Payer	Reason
Chq	1,000.00	Rec Ground CIO	Reimbursement of 'loan' for legal fees re RCTC Lease
IBT	74,760.00	EHDC	1 st of 2 instalments of 2024/25 Precept
IBT	1,050.00	EHDC	Further release of s106 monies for pitch improvements
IBT	433.30	E-bay via Facilities Officer	Sale of spare Playpark railings (less fees)
IBT	392.35	HMRC	VAT Repayment for March 2024

e) Report on Council's Bank Accounts as at 30 April 2024, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current Account	£74,001.81 (<i>Reconciled balance of £72,291.74 accounting for payments not yet made/direct debits not yet take/cheques not yet presented</i>)
95-day Notice Account	£458.83 (Interest accrued before Account is due to close on 01/05/24)
2-Yr Fixed Rate Bond	£15,240.66
Public Sector Deposit Fund	£50,946.40

In total, Council currently holds reserves (restricted and unrestricted) of c £79,901 including under-spends from previous years on specific projects and developers' contributions released to RCPC.

f) Review of Council's Reserves and Bank Accounts – Members noted the Clerk's report (circulated previously). It was unanimously RESOLVED to:

- Move £50,000 from Council's Current Account to its account with PSDF (see Item 8 e);
- Make agreed changes to Council's Ear-marked Reserves, releasing some funds to General Reserves.

Given the imminent maturing of Council's 2-Yr Fixed Rate Bond, the Clerk was asked to research other such bonds for consideration at Council's next meeting.

Action 1: Clerk to transfer funds and amend Ear-marked Reserves records accordingly

Action 2: Clerk to research Fixed Rate Bonds for consideration at next Council Mtg

g) Renewal of Membership of Campaign for Protection of Rural England (CPRE) – It was unanimously RESOLVED to renew the membership at an increased amount of £80.00 for 2024/25 in recognition of the hard work and effectiveness of the organisation.

Action: Clerk to include in May Payment Schedule

9. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with Parish Office in April 2024 – The Admin Officer's Summary (circulated previously) was noted, a copy of which will be kept with these Minutes.

b) Report on Data from Council's Speed Monitoring Devices up to last download – Members noted and thanked the Administrative Officer for her informative initial report (circulated previously, a copy of which will be kept with these Minutes).

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10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 10 May 2024** – The Administrative Officer's Schedule was noted (circulated previously, a copy to be kept with these Minutes).

b) **Report on Havant Thicket Reservoir Interim Stakeholder Mtg on 17 April** – Cllr Stanley gave a verbal report during which he outlined the various further planning applications concerning the Reservoir, of which the Council had only recently been notified. Members AGREED to focus Council's attention on those applications which included proposals which might affect Parish residents, namely 51680/011 and /012. To this end, it was AGREED to ask the relevant EHDC Case Officer for an extension to the deadline for comments on both to 5 June so that the applications could be considered by Council at its next Mtg.

c) **Report on Road Closure Application for Village Fair on 6 July** – It was noted that, with the agreement of councillors, a comment of NO OBJECTION to the Application had been made by the deadline of 7 May.

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

It was unanimously RESOLVED to pass the Resolution and all remaining members of the public left the Meeting at this point.

Although the bulk of the discussion under Item 12 will remain the subject of a separate Confidential Note, the following is to be publicly minuted:

12. To Receive a Report on Employment Matters relating to the Council's Administrative Officer and Agree Action thereon

It was unanimously RESOLVED to grant the Officer's request for an extended leave period.

Action: Clerk to inform relevant staff member and make any necessary arrangements for cover

13. Date of Next Meeting

Monday 3 June 2024 in The Small Parish Hall, Rowlands Castle

The Meeting ended at 10.00pm

During the course of the Meeting (both part and whole) there were 6 members of the public and no members of the Press in attendance.