

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 3rd June 2024

Monday 3rd June 2024 at 7.00pm

The Small Parish Hall, 11 Links Lane, 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 S Donald, Cllr J Edwards, Cllr Y Haggard and Cllr B Wilson. G Whatley (Administrative Officer) was also present, as was D Cllr C Maines 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 and Cllr V Matthews and were also received from C Cllr M Harvey.

2. To Receive any Declarations of Interest

The Clerk declared her interest in Item 12 as the Council employee to whom the Item referred.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meetings on 13 May 2024, together with a Written Update on the Progress of Resolutions from Meetings

The Minutes of both the Annual and Full Council Meetings (both circulated previously) were unanimously CONFIRMED as accurate records of the Meetings and both 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 Members noted Cllr Harvey's Report (previously circulated and a copy of which will be kept with these Minutes) on the following Hampshire County Council (HCC)-related matters:

- C Cllr Nick Adams-King has been appointed as the new Leader of HCC;
- Forthcoming road surfacing works for Rowlands Castle Rd which may involve some road closure(s);
- Her request to Hants Highways that temporary road signage be removed if no longer required;
- She awaits details on the scheduling of the lining of existing and new parking measures in the Parish.

District Cllr Charlene Maines Cllr Maines gave a verbal report high-lighting the following East Hampshire District Council (EHDC)-related matters:

- The engagement of barrister's advice on whether the allocated housing numbers are reasonable, given a large part of the District is within a National Park and other draft Local Plan queries thereon;
- Meetings with St John's Primary School and other bodies over improved safety measures;
- Her pursuit of a meeting with an EHDC officer re waste and grass cutting issues in the Parish;
- Her concern re the effectiveness of the planned 'hanging labels' for bins with incorrect waste in them;
- Her attendance at Land East of Horndean (LEoH) Development Panel and Havant Thicket Reservoir Stakeholder Meetings;
- Her continued concern about speeding, especially on Manor Lodge Rd, and the need for safe cycle and other routes between LEoH and the Reservoir.

In response to cllrs' and/or officers' queries, Cllr Maines noted the barriers around broken surfacing remained on Finchdean Rd, between Dean Lane End and Finchdean itself, with the works still awaited.

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

There were no comments by those members of the public present at this point.

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.

Members noted EHDC's Planning Portal had been unavailable (at short notice) from late 23 May until lunchtime on 3 June 2024, during which planning documents could not be accessed or

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viewed. EHDC had stated it would extend deadlines for comments on Applications accordingly.

60157 OUTLINE PLANNING APPLICATION WITH ALL MATTERS RESERVED EXCEPT FOR ACCESS, LAYOUT AND SCALE FOR 35 DWELLINGS INCLUDING 14 AFFORDABLE HOMES; ACCESS OFF WHICHERS GATE ROAD VIA WOODLANDS AVENUE; DIRECT PEDESTRIAN ACCESS TO WHICHERS GATE ROAD WITH CROSSING FACILITY; NEW PAVEMENT ALONG WHICHERS GATE ROAD; PROVISION OF HARD AND SOFT LANDSCAPING AND OPEN SPACE; PROVISION OF LAND FOR BIODIVERSITY NET GAIN (BNG); FOUL AND SURFACE WATER DRAINAGE SYSTEMS; AND OTHER WORKS

Land to the south east of Woodlands Avenue, Rowlands Castle

Cllr Wilson outlined the Application, though he had yet to review all the documentation due to the portal closure (see above). Members noted a number of potential issues: 9 of the dwellings were proposed on land in a Site of Importance for Nature Conservation (SINC) which had already led some EHDC officers to raise objections; the proposals contravened RC Parish Neighbourhood Plan Policy B5 regarding the felling of trees, in part for a proposed new footway along the NE side of Whichers Gate Road (WGR) that would also involve the removal of planting designed to provide screening for St John's School, creating a potential safeguarding issue; surface water drainage that was not clearly addressed to alleviate strong concerns about the potential for increased flooding in WGR. Cllr Wilson intended to review the Application's Transport Assessment and noted the Planning Design & Access Statement implied the landowner had already held conversations with EHDC's Case Officer.

At the invitation of the Chairman, various residents addressed the meeting, many of whom had already objected to the proposals. Members and D Cllr Maines noted the residents' comments as follows: visibility issues at the junction with WGR; lack of maintenance of the existing attenuation pond; narrowness of the access road; no arrangements for construction vehicle parking which had already caused problems and damage during previous development in the area; damage to flora (particularly protected species ie bluebells), fauna and wildlife habitat; development on SINC land; no consideration of alternative access via existing gateway; impact on mature, TPO'd oak on the site; lack of consultation with residents given Woodlands Av is an unadopted, privately-maintained road. Very shortly after the bluebells had died back this year, residents observed contractors mowing and spraying the land with a possibly toxic substance, (given they were wearing masks) even though such action had not been taken in previous years.

It was also noted that an application's Construction Method Statement is unenforceable and there is no guarantee any actions described therein will be undertaken.

It was AGREED to DEFER a decision on Council's comments on the Application and request an extension to allow Cllr Wilson time to review all the relevant documents before circulating a draft response for approval prior to submission.

21501/006 Notification of Pre-Decision Amendment: APPLICATION FOR APPROVAL OF RESERVED MATTERS PURSUANT TO OUTLINE PERMISSION REF. 21510/005, FOR THE RESIDENTIAL DEVELOPMENT (USE CLASS C3) OF UP TO 3NO. DWELLINGS WITH ASSOCIATED CAR PARKING, TURNING, LANDSCAPING, PRIVATE AMENITY SPACE AND ACCESS ARRANGEMENTS - EXTERNAL ACCESS NOT RESERVED

Land adjoining 77 Links Lane, Rowlands Castle

Cllr Edwards outlined the nature of the Amendment, in accordance with his review (circulated previously). It was RESOLVED by a majority (5 For and 1 Abstention from Cllr Donald) to continue to OBJECT on the grounds that the amendments did not address any of Council's previous objections to the proposals.

51680/011 APPLICATION FOR APPROVAL OF ALL RESERVED MATTERS (SITING, SCALE, EXTERNAL APPEARANCE AND LANDSCAPING) RELATING TO PHASE 3 (MAIN EMBANKMENT) OF THE THICKET RESERVOIR DEVELOPMENT PURSUANT TO CONDITION 2 OF THE HYBRID PERMISSION PLANNING REFERENCE 51580/001 DATED 15TH OCTOBER 2021. THE HYBRID APPLICATION WAS ENVIRONMENTAL IMPACT ASSESSEMENT DEVELOPMENT AND AN ENVIRONMENTAL STATEMENT WAS SUBMITTED AS PART OF THE APPROVED APPLICATION.

Havant Thicket Water Storage Reservoir, Manor Lodge Road, Rowlands Castle

Cllr Stanley outlined the Application in accordance with his review and draft response (circulated previously). It was unanimously RESOLVED to OBJECT on the grounds detailed in the draft, which would now be finalised and submitted.

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51680/012 SECTION 73 APPLICATION TO VARY CONDITIONS 2 (PRE-COMMENCEMENT CONDITION) & 3 (APPROVED PLANS) OF PERMISSION 51680/001 TO ALLOW FOR A NUMBER OF AMENDMENTS TO THE DESIGN OF THE MAIN EMBANKMENT AND RELATED INFRASTRUCTURE

Havant Thicket Water Storage Reservoir, Manor Lodge Road, Rowlands Castle

Cllr Stanley outlined the Application in accordance with his review and draft response (circulated previously). It was unanimously RESOLVED to OBJECT on the grounds detailed in the draft, which would now be finalised and submitted.

23721/003 DEMOLITION OF EXISTING CONSERVATORY AND CONSTRUCTION OF TWO-STOREY SIDE EXTENSION INCLUDING FIRST FLOOR TERRACE TO MASTER BEDROOM AND GENERAL DOOR AND WINDOW ALTERATIONS. PORCH TO FRONT
Forest Rise, 49 Wellsworth Lane, Rowlands Castle, PO9 6BX

Members noted Cllr Matthews' review (circulated previously). It was RESOLVED by a majority (5 For and 1 Abstention) to make NO OBJECTION.

58572/006 ADDITION OF A TILE HUNG BALUSTRADE TO REAR OF FIRST FLOOR FLAT
16b The Green, Rowlands Castle, PO9 6BN

Cllr Stanley outlined the Application in accordance with his review and draft response, incorporating Cllr Wilson's comments (all circulated previously). It was RESOLVED by a majority (5 For and 1 Abstention from Cllr Ball) to OBJECT on the grounds detailed in the draft, which would now be finalised and submitted.

55987/003 CONVERSION OF ROOF SPACE TO HABITABLE ACCOMMODATION WITH FLAT ROOF DORMER TO SIDE, ROOF LIGHTS AND FIRST FLOOR WINDOW TO BEDROOM ONE
8 Durrants Gardens. Rowlands Castle, PO9 6BJ

Council's Admin Officer outlined the Application in accordance with her review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

5556/012 Notification of Pre-Decision Amendment: ADDITIONAL INFORMATION SUBMITTED.
For Note Only RESERVED MATTERS APPLICATION PURSUANT TO OUTLINE PLANNING PERMISSION 55562/005 - CONSENT FOR THE APPROVAL OF APPEARANCE, LANDSCAPING, LAYOUT AND SCALE FOR 311 DWELLINGS, ASSOCIATED AND ANCILLARY INFRASTRUCTURE, LANDSCAPING AND SUSTAINABLE DRAINAGE SYSTEMS, AND PARTIAL DISCHARGE OF CONDITIONS 4,7,8,10,11,12,13,15,16,17,27 AND 28 OF OUTLINE PLANNING PERMISSION 55562/005 (Amended Plans and Amended Description 22/01/2024)
Development Land East of Horndean, Rowlands Castle Road, Horndean

It was noted Cllr Wilson had reviewed this Amendment and had advised that NO further COMMENT was necessary.

51680/010 DISCHARGE OF CONDITIONS IN RELATION TO THE INCLUSION OF TEMPORARY
For Note Only WORKER ACCOMMODATION APPLICATION. CONDITIONS 5 (CEMP), 12 (CTMP) AND 20 (CONSTRUCTION LIGHTING STRATEGY)

Havant Thicket Water Storage Reservoir, Manor Lodge Road, Rowlands Castle

It was noted Cllr Stanley had reviewed this Application and had advised that NO COMMENT was necessary, in part due to time constraints and the site being outside the Parish boundary.

38657/004 Variation of Condition Application: SECTION 73 APPLICATION TO VARY CONDITION
For Note Only 11 OF APPROVED PLANS OF 28657/003 TO ALLOW AMENDMENTS TO WINDOWS
61 Links Lane, Rowlands Castle, PO9 6AF

It was noted Cllr Donald had reviewed this Application and had advised that NO further COMMENT was necessary.

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

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.

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b) THE GREEN including Deerleap Verge:

▪ **Request for short Flag-Lowering Ceremony to mark 80th Anniversary of D-Day on 6 June** – It was unanimously RESOLVED to grant the request from the retiring local RBL Co-ordinator to hold such a ceremony.
Action: Clerk to liaise with organisers as appropriate

▪ **Detailed Request relating to military vehicles for Armed Forces Day Commemoration** – At the invitation of the Chairman, a representative of RC History & Heritage addressed the Meeting. Further to discussions at Council on 10 April 2024 under Item 7 a), it was:

i) Unanimously RESOLVED to allow part of The Green nearest the Church on The Green to be used for a display of tents and artefacts over the weekend of 29/30 June, providing adequate insurance and risk assessments were in place;

ii) RESOLVED by a majority (5 For and 1 Abstention) to allow 2 military vehicles on The Green, only during the planned Armed Forces Day Ceremony, providing the conditions were suitable to minimise damage to the surface of The Green.
Action: Clerk to liaise with organisers thereon

a) **Review of Council's Scheme of Delegation** – It was unanimously RESOLVED to adopt all the Clerk's draft amendments (circulated previously), suggested in light of recent training on unauthorised encampments and in the case of the Clerk being absent.

Action: Clerk to finalise and publish amended version of Scheme

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

a) **Internal Auditor's Report for year ended 31 March 2024** – Members RECEIVED and NOTED the Report from the Auditor's Visit on 15 April 2024, including her favourable view of the Council's files and records, along with the Clerk's subsequent Briefing on the Report (both circulated previously). Members thanked the Clerk for her work in this regard. It was noted Council had already actioned the Auditor's recommendations re accounting software and Financial Regulations. It was AGREED to investigate bringing all cllrs' email addresses under a common domain name, controlled by the Proper Officer, and the ensuing costs thereon. It was recognised this may require IT expertise and needed to be actioned by November so that, if required, it could be budgeted for in 2025/26.

Action: Clerk to publish Report and investigate (incl costs) of moving all cllr email addresses

b) **Annual Governance and Accountability Return (AGAR) for year ended 31 March 2024** – Members noted the following, prepared by the Clerk (all circulated previously):

▪ Council's 6-page AGAR 2023/24 Part 3 including Annual Internal Audit Report 2023/24, 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;

▪ The Clerk's recommendation as to the period for the Exercise of Public Rights for the year in question. Members considered the above in order. It was unanimously RESOLVED to:

i) Answer 'Yes' to all 9 categories of Section 1 of the AGAR and APPROVE the Statement;

ii) APPROVE the figures and thereby Accounting Statements for Section 2 of the AGAR;

iii) APPROVE the accompanying Bank Reconciliation, Explanation of Variances and 'One Off' Event info;

iv) CONFIRM that there was no Conflict of Interest with the External Auditor, BDO LLP;

v) ADVERTISE the period for the Exercise of Public Rights as being from 11 June to 22 July 2024 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 2024

Action 2: Clerk to publish AGAR, Notice of Public Rights and related Notes, as appropriate

c) **May 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	558.16	HS Administrative Services Ltd	2x Monthly pension contributions + admin fee
DD	111.90	Focus Group	Monthly fee for Office phone and broadband

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DD	22.00	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	11.28	Three Business	Monthly fee for CCTV SIM Card at Pavilion
DD	76.37	BNP Paribas Leasing Sols Ltd	MFD quarterly rental fee
DD	12.94	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
PP	79.98	Austen Group Ltd	Heavy-duty sack truck for Pavilion area
PP	8.20	Ciotog Stationery	Special tape to repair vandalised banner
IBT	50,000.00	CCLA Public Sector Deposit Fund	Further transfer
IBT	1,966.50	Greenbarnes Ltd	New noticeboard for Finchdean
IBT	5,093.00	Southern Ground Care Ltd	10 th phase, Year 3 of pitch improvement work
IBT	144.00	Clear Round Pest Services Ltd	Pest control treatment for Pavilion loft
IBT	40.00	Rowlands Castle URC	Hall Hire: Council Mtg
IBT	857.00	Hants Assoc of Local Councils Ltd	Membership for 2024/25
IBT	78.00	SLCC Enterprises Ltd	Cllr place, Virtual Youth Engagement Summit
IBT	80.00	CPRE	Annual Subscription from May 2024
IBT	3,000.00	ESP Scotland t/a ESP Play	Final payment for Playpark Project less 5%
DD	5.20	Rowlands Home Hardware	Parish Office consumables
IBT	1,411.75	Exterior Living Rooms Ltd	Grass Cutting, handyman, Lengthsman servs
IBT	10.80	C Newman, Facilities Officer	Travel expenses
IBT	2.40	L Walker, Clerk	Parking expense
IBTs	6,068.82	Staff salaries including HMRC, PAYE and NIC + additional hours + pay increase	
Total	69,638.30		

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 May 2024 is included below:

Method	Amount £	Payer	Reason
IBT	458.83	Cambridge & Counties Bank	Final interest from 95-day Notice Account
IBT	790.00	EHDC	Final release of s106 monies for pitch improvements

d) Report on Council's Bank Accounts as at 31 May 2024, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current Account	£5,323.88 <i>(Reconciled balance of £3,902.27 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
2-Yr Fixed Rate Bond	£15,485.18
Public Sector Deposit Fund	£101,164.77

e) Further Review of Council's Current and Savings Accounts, and Reserves – Further to discussions at the previous Council Mtg under Item 8 f), members noted the Clerk's Briefing (circulated previously). It was unanimously RESOLVED to:

- i) Transfer the £15,485.18 from recently matured 2-Yr Fixed Rate Bond into new 1-Yr Fixed Rate Bond with Cambridge & Counties Bank at 5.10% interest;
- ii) Transfer £20,000 from Council's Account with CCLA's PSDF into new 6-month Fixed Rate Bond with Cambridge & Counties Bank at 4.70% interest;
- iii) Make agreed changes to Council's Ear-marked Reserves, releasing CCTV funds to General Reserves.

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

9. MATTERS FOR DISCUSSION:

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

b) Southern Water's (SW's) Consultation on Hampshire Water Transfer and Water Recycling Project – Members noted SW's invitation to respond to the Consultation (circulated previously) by the deadline of 23 July. It was AGREED to include Council's response on the Agenda of the next Council Mtg on 15 July and to publicise the consultation to residents in the meantime.

Action: Clerk to include on Agenda and publicise Consultation to residents

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c) **EHDC's Call for Brownfield Sites for draft East Hampshire Local Plan** – It was AGREED that no such sites could be identified within Rowlands Castle Parish. **Action: Clerk to inform EHDC**

d) **EHDC's Invitation to comment on draft Community Asset Transfer Policy** – It was AGREED that Council had no comments to make on the draft Policy (circulated previously) at present. **Action: Clerk to inform EHDC**

e) **HALC's County Forum Launch on 19 June** – Cllr Stanley expressed his intention to attend this event. **Action: Clerk to liaise with Cllr Stanley to book place at event**

10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 31 May 2024** – The Administrative Officer's Schedule was noted (circulated previously, a copy to be kept with these Minutes), particularly that permission had been granted for 53322/007 for 61 dwellings on Land North of Bartons Road.

b) **Report on EHDC Place-making Strategy Group Mtg on 30 May** – Cllr Wilson gave a verbal report on the Mtg and was thanked for attending in place of Cllr Stanley.

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 though no members of the public remained at 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 Clerk and Agree Action thereon

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

Action: Clerk to make any necessary arrangements for cover

13. Date of Next Meeting

Monday 15 July 2024 in The Small Parish Hall, Rowlands Castle

The Meeting ended at 9.30pm

During the course of the Meeting (both part and whole) there were 13 members of the public and no members of the Press in attendance.