

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 2<sup>nd</sup> September 2024

**Monday 2<sup>nd</sup> September 2024 at 7.15pm (after public marking of retirement of Flag Master)**

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 J Edwards, Cllr Y Haggard, Cllr M Matthews, Cllr I Moore and Cllr B Wilson.

G Whatley (Administrative Officer) was also present, as were D Cllr C Maines, Barbara Openshaw as retiring Flag Master and representatives from the Local Speedwatch Team and RC History & Heritage Centre in part (see Items 4, 5, 7 c) and 8 d) respectively)

## 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 S Donald, and also received from C Cllr M Harvey.

### 2. To Receive any Declarations of Interest

There were no declarations at this point

### 3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 15 July 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 (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 (circulated previously and a copy of which will be kept with these Minutes) on the following Hampshire County Council (HCC)-related matters:

- She is chasing for the parking restrictions for Woodberry Lane and Bowes Hill to be actioned;
- She is due to meet with HCC's Leader and a senior Highways officer in early October re outstanding issues in her Division.

District Cllr Charlene Maines Cllr Maines gave a verbal Report on the following East Hampshire District Council (EHDC)-related matters:

- Her support for the Parish Council's average speed cameras for Manor Lodge Rd which are due to 'go live' this week;
- Update on issues with various Comley Hill plots;
- Plans to house Afghans who applied to UK government in ex-military housing in north of District;
- Availability of grant funding via the Councillor Community Grant Scheme;
- New, free or low-price physical activity and well-being courses starting up.

In answer to a resident's prompt, Cllr Maines undertook to provide the promised information on recycling.

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

A resident enquired why the Application relating to a tree at St John's Church (see Item 6) was 'For Note Only' and was informed that sometimes the deadline for Council's comments on a planning application is before the next Council, in which case they are reported retrospectively. This is particularly the case during summer because Council does not meet in August.

Barbara Openshaw expressed her gratitude to those residents who had gathered at the Flag Pole on The Green immediately before the Meeting to mark her retirement as Flag Master/Mistress after 30 years' service, and to the Council for its gifts on behalf of the Parish.

A resident expressed concern for the road awareness and safety of those, especially younger, members of the community using e-scooters, most without safety measures such as helmets. Members noted that whilst the riding of e-scooters on public roads was not permitted (unless specifically authorised via a hire scheme), the Police were not inclined to enforce this nor were local magistrates given clear guidance on the matter.

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## 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.

34727/005 Application for Consent for Works to Trees Subject to a Tree Preservation Order:  
For Note Only CROWN REDUCTION AND RESHAPING BY 2-3 METRES OF 1 NO. PINE TREE (T3)  
(E.H.518) (ST JOHN THE BAPTIST CHURCH, ROWLANDS CASTLE) TREE  
PRESERVATION ORDER 2002

*St John the Baptist Church, 120 Redhill Road, Rowlands Castle, PO9 6DF*

It was noted councillors had reviewed the Application and a response of NO OBJECTION had been submitted by the deadline of 6 August.

60454 DETACHED GARAGE, TWO STOREY FRONT EXTENSION, FIRST FLOOR REAR  
For Note Only EXTENSION, SINGLE STOREY REAR EXTENSION FOLLOWING DEMOLITION OF  
THE EXISTING GARAGE

*64 Bowes Hill, Rowlands Castle, PO9 6BS*

It was noted Cllrs Donald and Matthews had reviewed the Application and, with the agreement of councillors, a response of OBJECTION on various grounds had been submitted.

36048/005 Application for Consent for Works to Trees Subject to a Tree Preservation Order: LIME  
For Note Only TREE IN THE FRONT GARDEN CROWN LIFT TO A HEIGHT OF 4-6 METRES ABOVE  
GROUND LEVEL AND ALSO REMOVE THE DEADWOOD WITHIN THE TREE FOR  
SAFETY AND CLEAR ACCESS FOR MEMBERS OF THE PUBLIC. WE WOULD ALSO  
LIKE TO CLEAR NEW SHOOTS/SUCKERS AROUND THE TRUNK AT THE BOTTOM.

*Fenwick House, 35 Bowes Hill, Rowlands Castle, PO9 6BP*

It was noted councillors had reviewed the Application and a response of NO OBJECTION had been submitted by the deadline of 8 August.

36623/006 Application for Consent for Works to Trees Subject to a Tree Preservation Order:  
For Note Only HORNBEAM REDUCE THE HEIGHT BY 2.5 METRES FROM 12 METRES LEAVING A  
FINISHED HEIGHT OF 9.5 METRES. REDUCE THE WIDTH OF THE TREE FROM 9  
METRES BY 2 METRES LEAVING A FINISH OF 7 METRES. THESE WORKS WOULD  
REDUCE THE TREE BACK TO ITS PREVIOUS PRUNING POINTS.

*28 Redhill Road, Rowlands Castle, PO9 6AW*

It was noted councillors had reviewed the Application and a response of NO OBJECTION had been submitted by the deadline of 20 August.

60470 CONSERVATORY TO REAR  
For Note Only *16 Oak Tree Close, Rowlands Castle, PO9 6FB*

It was noted councillors had reviewed the Application and a response of NO OBJECTION had been submitted by the deadline of 22 August.

51680/013 Application for Discharge of Condition 26 (Public Safety) of the planning permission  
For Note Only 51680/001 (alternative Ref: APP/20/00990) dated 15th October 2021  
*Havant Thicket Winter Storage Reservoir, Manor Lodge Road, Rowlands Castle*

It was noted Cllr Stanley had reviewed the Application and, with the agreement of councillors, a response of OBJECTION on a number of grounds was submitted.

59119/001 Application for Consent for Works to Trees Subject to a Tree Preservation Order:  
For Note Only CROWN REDUCTION BY 2 METRES ALL ROUND, HEIGHT REDUCED BY 8 METRES  
AND THE LATERAL SPREAD REDUCED BY 2 METRES OF 1NO.HAWTHORN TREE  
(G4)(E.H.827)(LAND EAST OF 7-17 COLLEGE CLOSE, ROWLANDS CASTLE) TREE  
PRESERVATION ORDER 2009.

*Rear of Bailey Road, Rowlands Castle*

It was noted councillors had reviewed the Application and a response of NO OBJECTION had been submitted by the deadline of 30 August.

**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:

a) **Council's Insurance Cover from 1<sup>st</sup> October 2024** – Members noted the Clerk's Briefing (circulated previously). It was unanimously RESOLVED to opt for a 3-year Long Term Agreement (LTA) with Zurich at an initial premium of £2,193.08, including a reduced excess for some sections of the Council's Asset Register.  
**Action: Clerk to commission cover from Zurich under 3-year Agreement**

b) **Responses to Consultation on Proposals for Further Works (on Woodhouse Lane, Redhill Road and Finchdean Road) under HCC's Community-Funded Initiative** – Further to discussion at the previous Council meeting, members noted the following (all circulated previously):

- The revised proposals (now including extra gateway signage by the mini-roundabout system) and FAQs document provided with the Consultation, both of which had been published on Council's main noticeboard, website and social media page, with a Grapevine message about the Consultation also having been circulated;
- The Clerk's collation of residents' responses to the Council's consultation on the proposals, and her comments thereon, where appropriate.

Members thanked those residents who had submitted comments, which proved helpful during the Council's discussions. It was unanimously RESOLVED only to progress the proposals for Woodhouse Lane and establish a timeframe for their implementation. Members noted HCC had not supplied a breakdown of costs between the various proposals but the ones for Woodhouse Lane were likely to be c £4,000.00 excl VAT (+ Application, Design and Implementation fees) and a revised precise figure would be sought after the Meeting. It was AGREED to abandon the proposals for the other 2 roads on the grounds they were unlikely to calm traffic to any great extent to make them financially worthwhile and the money would be better spent elsewhere. *The revised cost has since been confirmed as £4,500.00 + fees of £1,845.00, totalling £6,345.00 excl VAT.*

**Action: Clerk to liaise with HCC to establish revised costs and timeframe, and progress works**

c) **Arrangements for Management of new AutoSpeedwatch Cameras on Manor Lodge Road** –

Members noted the draft Policy (circulated previously), based on the provider's recommended template for the management of such cameras and the data they gather. The Chairman welcomed Bill Brown, a member of the local Speedwatch Team to the Meeting. Mr Brown and the Council's Admin Officer explained that the installation of the cameras on Manor Lodge Road would be completed very soon, now that the necessary longer pole had been delivered to support the first camera in the series of 3. They also reminded members of the rationale behind choosing Manor Lodge Road (see Minutes of Council Mtg on 4 September 2023) as the location for the cameras. Speedwatch is working with the Hampshire Police & Crime Commissioner to press Hampshire Constabulary to use the District-wide data obtained from the such cameras to actively pursue the drivers of vehicles caught speeding, especially those persistently doing so. It was unanimously RESOLVED to:

- i) Adopt the draft AutoSpeedWatch Camera Policy, a copy of which must be signed by anyone involved with the management of the cameras;
- ii) Subject to the conditions within the Policy, publish anonymised data on vehicles caught speeding on Council's website and possibly social media.

It was AGREED to encourage more local volunteers to help manage the cameras, having been vetted via the Speedwatch Scheme, especially if the Council decide to purchase more such devices for other roads in the Parish. Mr Brown was thanked for his contribution and his time.

**Action: Clerk/Admin Officer to publish Policy and work with Speedwatch to recruit volunteers**

d) **Quote for Further Works in Rowlands Copse, recommended in Arcadian Ecology's Report** –

Members noted the quote from Morton Pattison, which had already undertaken other recommended works at the Copse, for further recommended works, namely for pond planting and more woodland thinning. It was unanimously RESOLVED to commission both works at a total cost of £1,780.00 + VAT, in funded by D Cllr's Community Environmental Grant received in February 2024.

**Action: Clerk to commission contractor accordingly**

e) **Quotes for Overhaul of Council's Website** – Members noted the 2 quotes (circulated previously) to overhaul and update the website, the current one having reached its 'end of life' and no longer fit for purpose. It was unanimously RESOLVED to commission Voxit IT, Council's current website provider, to undertake the works at the quoted price of £2,450.00 +VAT on the grounds the company had provided value for money and an efficient service to date.

**Action: Clerk to commission contractor accordingly**

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f) **Response to Government's Consultation with Local Authorities on Housing** – Members noted EHDC's Press Release on the Consultation (circulated previously) regarding revising the National Planning Policy Framework (NPPF). It was AGREED that Cllr Wilson would review the proposals and circulate any comments he may have to other cllrs for decision prior to the deadline of 24 September.

**Action: Cllr Wilson to consider Consultation proposals and circulate comments as appropriate**

g) **(Incorrectly listed as Item 8 f) on Agenda) Ratification of Response to Ofwat PR24 Consultation – Draft Determination for Southern Water** – It was RESOLVED to ratify retrospectively the Council's response to the Consultation, as drafted by Cllr Stanley and submitted with the approval of a majority of cllrs by the deadline of noon on 28 August.

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

a) **July and August 2024 Schedule of Payments, for authorisation** – Cllrs Edwards and Moore stated they had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE both Schedules (both circulated previously), which were then signed by the 3 signatories present.

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

### JULY

Method	Amount £	Payee	Reason
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	11.28	Three Business	Monthly fee for CCTV SIM Card at Pavilion
DD	14.19	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	146.40	Play Safety Ltd	Annual inspection of play + other equipment
IBT	1,699.99	Taylor Investments t/a Buy Sheds Direct	Communal Shed for Durrants Allotments, to be reimbursed from specified s106 monies
IBT	420.00	Southern Ground Care Ltd	Re-lining of all football pitches at Rec
IBT	32.30	Rowlands Castle Parish Hall	Hall Hire for Council Mtg on 3 June
IBT	90.00	Clanfield Parish Council	First Aid Training for Hall Administrator
IBT	1,811.70	Quality Land Services Ltd	Litter/dog waste collection April to June 2024
IBT	35.00	Information Commissioner's Office	ICO Data Protection Registration Renewal
DD	34.93	Rowlands Home Hardware	Consumables for Admin, Rec & War Mem.
IBT	1,372.79	Exterior Living Rooms Ltd	Grass Cutting, handyman, Lengthsman servs
IBT	6.30	Cllr C Stanley	Travel expenses
IBT	77.99	C Newman, Facilities Officer	Reimbursement for GMA Training + Rec items
IBT	71.00	L Walker, Clerk	Reimbursement for GMA Training
IBTs	5,846.11	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>11,803.88</b>		

### AUGUST

Method	Amount £	Payee	Reason
DD	509.47	HS Administrative Services Ltd	Monthly pension contributions (July & August)
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	11.28	Three Business	Monthly fee for CCTV SIM Card at Pavilion
DD	8.80	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	32.30	Rowlands Castle Parish Hall	Hall Hire for Council Mtg on 15 July
IBT	72.00	Clear Round Pest Services Ltd	Wasp nest treatment at Pavilion
IBT	1,534.00	M S Mann, Builder	Constructing base for Allotments shed
IBT	69.60	By The Sea t/a UK Flyers	Replacement sign for entrance to Playpark
IBT	222.66	Origin Amenity Solutions	White lining fluid for marking Rec pitches
IBT	462.00	Merrid Ltd	Replacement soft-close mechanism for gate
IBT	708.71	Hampshire County Council	Supply/Installation of socket for speed camera
IBT	12.69	Mr J Arnold	Reimbursement for tape to mend Banner
IBT	11,616.00	Portsmouth Roof & Construction	Repairs to roofs of Parish Hall & Pavilion
IBT	2,310.00	Titchfield Tree Services Ltd	Remaining recommended works to trees
IBT	16.40	The House Nameplate Co Ltd	Plaque for RC Good N'bours in Playpark
DD	76.37	BNP Paribas Leasing Solutions	MFD quarterly rental fee

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IBT	35.64	L Walker, Clerk	Reimbursement for fees and Flag Master gifts
DD	72.00	Cushon Group Ltd	3 x delayed admin fees for Workplace pension
DD	1.97	Rowlands Home Hardware	Parish Office & Rec Ground consumables
IBT	1,567.50	Exterior Living Rooms Ltd	Grass Cutting, handyman, Lengthsman servs
IBTs	5,976.74	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>25,450.03</b>		

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 July and August 2024 is included below:

Method	Amount £	Payer	Reason
IBT	20,000.00	CCLA Public Sector Deposit Fund	Transfers to cover general payments
IBT	2,734.80	HMRC	VAT Repayment for April, May & June 2024
IBT	8,000.00	Football Foundation	1 <sup>st</sup> year of funding for pitch improvements
IBT	1,416.66	EHDC	Release of s106 monies for Allotment Shed
IBT	1,100.00	HCC	Lengthsman Scheme Grant for 2024/25

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

Account	Balance
Current Account	£3,018.08 <i>(Reconciled balance of £1,470.68 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
Public Sector Deposit Fund	£52,151.37
6-month Fixed Rate Bond	£20,000.00
12-month Fixed Rate Bond	£15,491.33

**c) Update on Annual Governance and Accountability Return (AGAR) for year ending 31 March 2024** – The Clerk explained the External Auditor (EA) had queried the Council's decision to submit figures in the AGAR on an Income & Expenditure basis, even though the Internal Auditor (IA) had recommended to do so. The EA also requested further documentation, some of which had already been submitted with the original AGAR and others which had not been requested initially. She had also provided additional information on the Playpark Project. Later, the EA had sought further information on the suitability of the Council's chosen IA, which was provided by the Clerk who pointed out that the IA had formed part an appointed IA Advisory Group working within the sector. It was RESOLVED to ratify the Clerk's decision to re-submit the figures on a Receipts & Payments basis to avoid unnecessary extra work.

**d) Grant Applications from Homestart Butser and RC History & Heritage** – Members noted the Applications (both circulated previously) and the budgeted funds available. It was unanimously RESOLVED to award the requested grant of £250 to each organisation.

**Action: Clerk to inform organisations and include grants in September Payment Schedule**

**e) Request for Minor Expenditure on Wildflower Seeds for Recreation Ground** - Members noted a request from the group tending the shrubs and wildflower-seeded area in the north-eastern corner of the Ground for the purchase of yellow rattle seeds to encourage more wildflower growth. It was unanimously RESOLVED to purchase the seeds, up to a value of £50.00, and gift them to the group.

**Action: Clerk to liaise with group leader and purchase seeds accordingly.**

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office in part July and August 2024** – Members noted the Admin Officer's Summary (circulated previously), a copy of which will be kept with these Minutes.

**b) Quarterly Report on Data from Council's Speed Monitoring Devices** – Members noted the Administrative Officer's Report (circulated previously), a copy of which will be kept with these Minutes.

**c) Proposed Car Parking Arrangements by Forestry England (FE) for Havant Thicket Reservoir** – Members noted FE's proposed car parking charges and Cllr Stanley's comments thereon (circulated previously) that whilst they were very reasonable, some drivers may still seek to avoid them by parking in

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local roads to the detriment of residents. He emphasised the need to identify the Thicket as a local forest, thus giving the option to apply for local FE membership with car parking benefits thereon.

**d) SDNP Local Plan Review and Other Matters** – Members noted various elements of a recent SDNPA update (circulated previously), in particular the opportunity to apply for CIL monies for infrastructure projects. Members expressed frustration at the lack of response from the relevant South Western Railway (SWR) representative to Council's persistent request for a Feasibility Study to create better access to the southbound platform at RC station. Such a Study would be required before any application for CIL or other funding could be made. The lack of accessibility could contravene the Disability Discrimination Act 2017.

### 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 30 August 2024** – Members noted the Admin Officer's Schedule (circulated previously), a copy of which will be kept with these Minutes.

**b) Report on Youth Engagement Virtual Summit on 18 July** – Members noted Cllr Matthews's report (circulated previously), which will inform the continuing review of youth provision in the Parish.

**c) Report on Southern Parish Councils Mtg on 29 July** – Members noted the Report (circulated previously) and the helpful and positive nature of the Meeting.

**d) Report on Horndean Green Trail & Heritage Network Advisory Committee Mtg on 5 August** – Members noted Cllr Ball's Report (circulated previously) and the potential connection of the Trail with Rowlands Castle and the new Reservoir Project.

### 11. Date of Next Meeting

Monday 7 October 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 was 1 member of the public, as well as those representatives listed at the beginning of these Minutes, and no members of the Press in attendance.