

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 7th OCTOBER 2024

Monday 7th October 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 J Edwards, Cllr Y Haggard, Cllr M Matthews, Cllr S Donald, Cllr I Moore and Cllr B Wilson.

C Newman (Facilities Officer), C Cllr M Harvey and B Brown (representative from the Local Speedwatch Team) were also present in part.

MINUTES:

Taken by G Whatley (Administrative Officer)

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 F Ball, and also received from D Cllr C Maines.

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 2 September 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 C Cllr Harvey gave a verbal report on matters within her Division, including a meeting she attended with HCC's Leader and senior Highways Officer on 7th October 2024 regarding outstanding flooding issues.

District Cllr Charlene Maines Members noted Cllr Maines's report (circulated previously, a copy kept with these Minutes) on the following East Hampshire District Council (EHDC)-related matters including:

- Household glass collections will be every 2 weeks from 1st October 2024. Bottle banks will be completely removed from public spaces by January 2025.
- Attendance at a productive multi-agency meeting held at EHDC offices on 3rd October 2024 to discuss Comley Hill issues.
- Applications for the Councillor Community Grant Scheme are now being accepted.

In Cllr Maines absence, Cllr Donald gave a brief summary of the salient points arising from the multi-agency meeting held in respect of unauthorised activities at Comley Hill plots, and will produce a short report to Council. **Action: Cllr Donald to produce report on issues raised at Multi-Agency meeting**

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

A resident questioned and subsequently received clarification on the household glass collections.

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.

51680/021 DETAILS OF DISCHARGE OF CONDITION 28 (LANDSCAPING) IN RESPECT OF PHASE 3 EMBANKMENT OF THE PLANNING PERMISSION 51680/001 APP/20/00990 DATED 15TH OCTOBER 2021

Havant Thicket Winter 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 to the discharge being granted until the matters raised by two other respondents have been addressed.

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20639/003 SINGLE STOREY FRONT EXTENSION, CONVERSION OF INTEGRAL GARAGE TO
For Note Only LIVING ACCOMMODATION AND NEW DETACHED GARAGE (as amended by plans
received 17/09/24)
16 Castle Road, Rowlands Castle, PO9 6AS

It was noted Cllr Jonathan Edwards had reviewed the Application and, with the agreement of councillors, a response of NO OBJECTION had been submitted by the deadline of 25 September.

29506/031 Notification of Intention to Carry Out Works to Trees Within a Conservation Area:
For Note Only REMOVAL OF 1 NO. ATLAS CEDAR TREE
Deerleap, 17 The Green, Rowlands Castle, PO9 6BW

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

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

In order for the local Speedwatch member to avoid a considerable wait, councillors agreed to reorder the agenda to move items 7h) and i) to the top of the section.

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

h) Potential Additional site for speed reminder/indicator device on Whichers Gate Road -

Members considered the recommendation to add an additional camera site to the northbound carriageway of Whichers Gate Road, with the aim of reducing the speed of vehicles before they reach the residential properties. The Council agreed to split the ASW cameras up and site only one on Manor Lodge Road because having all three in one road for average speed has provided no advantage, as the speed of vehicles was the same at each camera. Therefore, one will be relocated to the new location at Whichers Gate Road, and the other to Durrants Road at a site to be decided. Splitting them up will gain more detailed speeding data concerning persistent offenders across a wider area. As the existing S72 licence has expired, a replacement will need to be drawn up at the cost of £270, which will include all current sites and the proposed new sites. After consideration it was RESOLVED to apply to Hampshire Highways to include the new sites. **Action: Admin Officer to facilitate the new camera sites and S72 Licence**

i) **Update on Data from new AutoSpeedwatch Cameras on Manor Lodge Road** - The Chairman welcomed Bill Brown, a member of the local Speedwatch Team, to the meeting. Mr Brown gave a verbal report on data collected from the cameras during the first month of operation, in particular highlighting the large proportion of commercial vans, possibly travelling to the Last Mile Amazon Hub in Havant. RCPC will issue a police-approved letter to persistent speeding commercial vehicles notifying them of the traffic offences. As a result of the high proportion of vehicles speeding in excess of 38mph along this stretch of road, Cllrs considered implementing 'Speed Camera' deterrent signage, and agreed to investigate costs and potential locations. Mr Brown was thanked for his contribution and his time.

Action: Admin Officer to liaise with Bill Brown to investigate costs and potential locations of deterrent signage, and produce letters to persistent speeding commercial vehicles

a) **The Green: Request by St. John's Church to use The Green for a short Carol Service on the afternoon of Sunday 22nd December 2024** - Members noted the request (circulated previously). It was unanimously RESOLVED to grant permission, subject to provision of appropriate insurance and a risk assessment. **Action: Admin Officer to liaise with Church to obtain appropriate documentation**

b) **The Recreation Ground: Review of pitch improvement costs and treatments for forthcoming year(s) in light of Football Foundation Funding** – Members noted Facilities Officer's report on proposed pitch improvement works (circulated previously). Following the successful application for a Football Foundation grant, a 6-year programme of works will be carried out and the following topics were decided upon:

i) To Appoint a Contractor: After considering 4 quotes from companies approached, it was unanimously RESOLVED to retain Southern Ground Care Ltd, which supplied a competitive quote, has provided excellent service during the past 3 years, and has demonstrated its ability to deliver. Although the programme of works covers a 6-year period, it was unanimously RESOLVED to contract on an annual basis, to be reviewed after a 3-year period. **Action: Clerk to commission contractor accordingly**

ii) To agree a programme of treatment: It was unanimously RESOLVED to carry out all recommended treatments for 2024/25, with the exception of top-dressing of sand, at a cost of £8,515. £8,000 will be

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provided from Football Foundation grant, with the additional £515 paid out of Parish Council reserves. S106 funding will not be sought at this time.

Action: Facilities Officer to liaise with contractor regarding improvement works for 2024/25 season

iii) **Apply for Allocated S106 Funds:** Members discussed when S106 funds, held by EHDC for the improvement of sports pitches, will need to be applied for to cover the continued programme of treatment. Facilities Officer will seek clarification from EHDC on the timescales for claiming the funding, and when it should then be spent by. Facilities Officer was thanked for her work on this project.

Action: Facilities Officer to clarify S106 clawback dates with relevant EHDC Officer

c) **Results of Recent Tree Condition Survey (excluding Rowlands Copse) and Prioritisation of Works thereon.** Members considered the Arboriculturist's report (circulated previously) and RESOLVED to accept the recommended work priorities.

Action: Clerk to commission recommended works accordingly

d) **Quote(s) for Cutting Hedges around the Parish for which Council is responsible.** Members considered Clerk's note advising on the difficulty in obtaining quotes for hedge-cutting, due to Council's current contractor no longer being able to provide this service. Two recommended contractors declined to quote and another failed to submit one despite reminders. A further contractor provided an acceptable quote and the Clerk's dealings with them had been positive and constructive. Members unanimously RESOLVED to suspend the Council's Financial Regulation Clause 5.1 and contract LawnPro to carry out hedge-cutting services within the Parish.

Action: Clerk to commission contractor accordingly

e) **Proposals by Stansted Park to Plant an area under Forestry Commission's English Woodland Creation Offer** – Members noted and thanked the Stansted Estate for consulting Council and was content with its proposals.

Action: Admin Officer to respond to Stansted Estate

f) **Partial Review of Council's Risk Register Documentation.** Members considered the Clerk's partial review and noted the need for a Lone Working Policy to be developed, taking account of lone working by staff and parish councillors. Cllr Stanley will liaise with Clerk with regard to reducing some risk levels from medium to low.

Action: Cllr Stanley to liaise with Clerk regarding Risk Levels

g) **Attendance at HALC AGM on 19th October 2024.** Members noted details of the forthcoming AGM and Cllr Matthews agreed to attend on behalf of the Council.

Action: Cllr Matthews to confirm and attend HALC AGM

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

a) **September 2024 Schedule of Payments, for authorisation** – Cllr Moore 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	111.97	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
IBT	250.00	Homestart Butser	Grant towards running costs
IBT	250.00	RC History & Heritage	Grant towards repairs to model railway
IBT	2,193.08	Zurich Municipal	Annual Insurance Cover from 01/10/2024
IBT	84.00	RC Parish Hall	Reimbursement, servicing of Pavilion extinguisher
IBT	756.00	BDO LLP	External Auditor Services for year ended 31/03/224
IBT	207.12	Signway Supplies Ltd	Taller post for ASW camera on Manor Lodge Rd
IBT	1,110.66	Morton Pattison Ltd	5 th phase works to increase biodiversity in R Copse
IBT	1,500.00	Voxit Limited	Deposit for new website design, set-up and migration
IBT	3,172.50	Hampshire County Council	Deposit for gateway fencing under CF Initiative
DD	5.10	RC Home Hardware	Office Consumables
DD	236.87	RC Home Hardware	Shed for Durrants Allotment Association
PP	10.00	Tesco Mobile	Top-up of office mobile phone
IBT	1,843.72	Exterior Living Rooms Ltd	Grass Cutting, handyman, Lengthsman services

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IBT	32.73	Cllr Ian Moore	Reimbursement of new cabinet for flags
IBT	5.40	L Walker, Clerk	Consumables
IBTs	6,292.47	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	18,094.90		

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 September 2024 is included below:

Method	Amount £	Payer	Reason
IBT	27.00	Focus Group	Belated cashback for Facilities Officer's Mobile Phone
IBT	9,680.00	EHDC	Release of S106 monies for Hall and Pavilion roof repairs
IBT	1,534.00	EHDC	Release of S106 monies for Allotments Shed
IBT	74,760.00	EHDC	2 nd of 2 instalments of Precept Payment

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

Account	Balance
Current Account	£71,469.84 <i>(Reconciled balance of £69,736.78 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
Public Sector Deposit Fund	£52,403.43
6-month Fixed Rate Bond	£20,000.00
12-month Fixed Rate Bond	£15,491.33

c) Quarterly Review Budget and Actual Payments & Receipts to 30 September 2024 – Deferred until 4 November 2024 meeting due to Clerk's extended holiday.

Action: Clerk to produce Review for November Full Council Mtg

d) Quarterly Review of Asset Register. Members noted the following since the last review in July 2024: Acquisitions: New socket on Manor Lodge Road, new taller post for socket, flag cabinet. Disposals: None.

Action: Clerk to ensure specified changes are recorded on Register

e) External Auditor's Review of Annual Governance & Accountability Return for year ended 31 March 2024 and response thereon – Members noted the auditor's Review and subsequent Report and Certificate of 13 September 2024, noting the Clerk's request for clarification with regard to the auditor's comments under 'Other Matters'.

Action: Clerk to report any response to Council

9. MATTERS FOR DISCUSSION:

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

b) Consultation on Southern Water's Revised Draft Water Resources Management Plan – Cllr Stanley gave a brief outline of the consultation details and will produce a draft response for consideration at the next Full Council meeting, before submitting by the 4th December deadline.

Action: Cllr Stanley to produce draft response for November Full Council Mtg

c) Portsmouth Water's Events relating to the Havant Thicket Reservoir Project – Members noted the Community Drop-in event at the Reservoir site, and the proposed viewing platforms which are currently being consulted upon.

Action: Cllr Stanley to respond to consultation on behalf of Council

10. MATTERS FOR INFORMATION:

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

b) Report on Havant Thicket Reservoir Stakeholder Meeting on 10th September 2024 – Members noted Cllr Stanley's report (circulated previously), a copy of which will be kept with these Minutes.

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- c) **Report on Action Hampshire Housing Team Briefing on Rural Affordable Housing on 11 September 2024** - Members noted Cllr Wilson's report (circulated previously), a copy of which will be kept with these Minutes.
- d) **Report on SWR Stakeholder Live Session on 23 September 2024** – Members noted Clerk's Report (circulated previously), a copy of which will be kept with these Minutes.
- e) **Report on Hills to Harbour Community Rail Partnership Meeting on 2 October 2024** - Members noted Cllr Stanley's report (circulated previously), and in particular the proposed discussions with SWR and Network Rail re making the southbound platform at RC Station more accessible.
- f) **Report on SDNPA Parish Workshop on 2 October 2024** - Members noted Cllr Stanley's report (circulated previously), a copy of which will be kept with these Minutes.

11. Date of Next Meeting

Monday 4 November 2024 in The Small Parish Hall, Rowlands Castle

The Meeting ended at 9.18pm

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.