

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 4 November 2024

Monday 4 November 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 Y Haggard, Cllr V Matthews, Cllr S Donald, Cllr I Moore and Cllr B Wilson (in part – See Item 1).

G Whatley (Administrative Officer) was also present, as were D Cllr M Maines and B Brown (representative from the Local Speedwatch Team) 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 J Edwards, and also received from Cllr M Harvey. It was noted Cllr Wilson would be arrived a little late due to a prior commitment as a school governor.

### 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 7 October 2024, together with a Written Update on the Progress of Resolutions from Meetings

The Clerk advised she had added the names of those contractors who had been commissioned at the Meeting to the draft Minutes. The Minutes (circulated previously and now including the aforementioned additions) 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:

No report had been received from Cllr Harvey.

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

- Bottle banks have been removed from public spaces earlier than planned owing to their misuse;
- Whether 2 recent applications regarding Havant Thicket Reservoir would be considered by the Planning Committee;
- Presentation in Horndean on 6 November re Southern Water's revised draft Water Resources Management Plan and issues thereon (see Item 7 a);
- The visit by Damian Hinds MP to Horndean on 21 November;
- The HCC Consultation on the revised East Hampshire Local Cycling & Walking Infrastructure Plan (see Item 7 c);
- Funds remaining for her Councillor Community Grant Scheme for the current year.

*Cllr Wilson joined the Meeting at 7.10pm, during Cllr Maines's verbal report*

### 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.*

36273/003 Notification Of Lawful Development Certificate Proposed Application: SINGLE STOREY REAR EXTENSION.  
22 Mallard Road, Rowlands Castle, PO9 6HN

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Members noted Cllr Edwards's review of the Application (circulated previously). It was unanimously RESOLVED that the Application complied with Permitted Development regulations and therefore a comment of NO OBJECTION should be submitted.

60520            HIP TO GABLE SIDE EXTENSION WITH DORMER & 2NO. ROOF LIGHTS TO REAR,  
For Note Only PARTIAL GARAGE CONVERSION & FENESTRATION TO WEST ELEVATION  
18 Links Lane, Rowlands Castle, PO9 6AE

It was noted Cllr Matthews had reviewed the Application and, with the agreement of councillors, a response of NO OBJECTION had been submitted by the deadline of 22 October.

58024/001       DETACHED DWELLING, WITH DOUBLE GARAGE, ASSOCIATED LANDSCAPING  
For Note Only AND ACCESS  
Land West of Manor Lodge Road, Rowlands Castle

It was noted Cllr Stanley had reviewed the Application and, with the agreement of councillors, a response of NO OBJECTION but with additional comments/concern had been submitted by the deadline of 23 October.

60539            PRIOR NOTIFICATION FOR SINGLE STOREY DEVELOPMENT EXTENDING 6  
For Note Only METRES BEYOND THE REAR WALL OF THE ORIGINAL DWELLING,  
INCORPORATING AN EAVES HEIGHT OF 2.8 METRES AND A MAXIMUM HEIGHT  
OF 2.9 METRES.  
17 Castle Road, Rowlands Castle, PO9 6AP

For information, no action required.

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

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

**a) Response to Southern Water Consultation on Water Resources Management Plan** – Members noted and thanked Cllr Stanley for his draft Response (circulated previously) objecting strongly to the Plan, which differed little from one previously rejected by DEFRA. Cllr Stanley explained DEFRA was the decision-maker because proposals in the Plan were classed as a national infrastructure project. He stated he had been asked to lead a forthcoming meeting of representatives from Havant-based groups with the CEOs of Portsmouth Water and Southern Water, as he works with those groups in opposing Southern Water's Water Transfer and Water Recycling Scheme.

It was RESOLVED, in principle, to submit the draft Response by the deadline of 4 December, subject to any minor changes deemed appropriate after the aforementioned meeting. It was also AGREED to encourage as many residents as possible to attend the Presentation on 6 November at Merchistoun Hall (see Item 4) and/or object to the Plan, on the grounds detailed by the Havant-based groups on the website [www.havantmatters.org](http://www.havantmatters.org)

**Action 1: Clerk to liaise with Cllr Stanley to finalise and submit Response**  
**Action 2: Clerk to publicise Consultation as widely as possible**

**b) Correspondence with Hampshire Police & Crime Commissioner, following accumulation of data from speed camera devices** – Members noted the Clerk's draft Letter (circulated previously) to the Commissioner, urging her to persuade Hampshire Constabulary to take the issue of speeding on rural roads more seriously and actively to use the data provided by AutoSpeedWatch cameras to pursue identified drivers, especially those persistently recorded as speeding. Mr Brown, the local Speedwatch Co-ordinator provided additional information which it was AGREED to incorporate into the letter before finalising and sending it to the Commissioner, copied to other interested parties including the local MP.

**Action: Clerk to liaise with Mr Brown before finalising and sending the letter**

**c) Response to HCC's Consultation on East Hampshire's Revised Local Cycling & Walking Infrastructure Plan (LCWIP)** – Whilst the Plan contained very few references to Rowlands Castle specifically, it was AGREED that Cllr Stanley would draft a Parish-specific Response for submission before the deadline of 17 November.

**Action: Cllr Stanley to draft Response and liaise with Clerk to finalise and send it**

**d) As the Sole Trustee of a CIO: Annual Report & Accounts of Recreation Ground CIO for year ended 31 March 2024** – Members noted the draft Report and Accounts (circulated previously) from the Facilities and Administrative Officers. It was unanimously RESOLVED to add reference to the Lease with the Tennis Club before finalising and submitting the documents to the Charity Commission thereon.

**Action: Admin Officer to finalise and submit the Report and Accounts to the Commission**

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- e) **Ratification of Decision to Fly the White Ensign on Trafalgar Day, 21 October 2024** – It was RESOLVED to ratify retrospectively councillors’ decision to fly the White Ensign annually on Trafalgar Day.  
**Action: Flag Group to fly White Ensign on Trafalgar Day in future years**

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

- a) **October 2024 Schedule of Payments, for authorisation** – Cllr Haggard stated she had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE the Schedule (circulated previously), which was then signed by the 2 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
DD	22.94	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	240.00	The Play Inspection Co	Quarterly inspection of Play equipment
IBT	1,107.84	Sapling Arboriculture Ltd	Tree Condition Survey
IBT	2,935.80	R J Winnicott Ltd	Office rental from 1 October 2024 to 31 March 2025
IBT	66.60	RC Parish Hall	Hall hire for Council Mtgs
IBT	81.58	Viking Payments	Pavilion consumables – toilet rolls for WCs
PP	43.08	On-line First Aid	First aid kit for Durrants Allotments Association
IBT	58.00	Naturescape Wildflowers	Seeds for north-eastern corner of Rec Ground
IBT	80.00	SPS Electrical Contractors	Repairs to electricity box on The Green
DD	20.18	RC Home Hardware	Office and Rec Ground Consumables
IBT	1,436.05	Exterior Living Rooms Ltd	Grass Cutting, handyman, Lengthsman services
IBT	167.55	C Newman, Facilities Officer	Reimbursements and travel expenses
IBTs	6,062.34	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>12,467.21</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**

There were no receipts into the Current Account in October 2024

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

Account	Balance
Current Account	£59,715.61 <i>(Reconciled balance of £56,909.57 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
Public Sector Deposit Fund	£52,618.51
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** – Members noted and ACCEPTED the Clerk’s Review (circulated previously).

**Action: Clerk to publish Review on website**

**9. MATTERS FOR DISCUSSION:**

- a) **Summary of Residents’ Dealings with Parish Office in October 2024** – Members noted the Admin Officer’s Summary (circulated previously), a copy of which will be kept with these Minutes. In particular, the increase in unauthorised parking on The Green was referenced.

- b) **Attendance (and topics, where appropriate) at the following:**

- EHDC Conference on the Future of Community Development on 12 November 2024 – Cllr Matthews will attend and the Clerk will be giving a presentation at the event.
- South Western Railway Stakeholder Conference on 21 November 2024 – The Clerk may attend on-line as Cllr Stanley is not available to do so.
- East Hampshire Association of Parish & Town Councils Mtg on 25 November 2024 – Cllr Ball will attend and Hampshire’s Police and Crime Commissioner is due to speak at the event.

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- Hampshire Passenger Transport Forum on either 26 November or 4 December 2024 – Cllr Stanley will attend.

### 10. MATTERS FOR INFORMATION:

- a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 1 November 2024** – Members noted the Admin Officer's Schedule (circulated previously), a copy of which will be kept with these Minutes.
- b) **Publication of Portsmouth Water's finalised Water Resources Management Plan (WRMP)** – Members noted the Plan had been published and was worth reviewing.
- c) **Report on Community First's East Hampshire Community Buildings Forum on 18 September** – Members noted the Facilities Officer's report (circulated previously), a copy of which is available on request.
- d) **Report on Hampshire Football Association's Workshop for East Hampshire Parish and Town Councils on 30 September** – Members noted the Facilities Officer's report (circulated previously), a copy of which is available on request.
- e) **Report on Hampshire Association of Local Councils AGM on 19 October** – Members noted Cllr Matthews report (circulated previously), a copy of which will be kept with these Minutes.

### 11. Date of Next Meeting

Monday 2 December 2024 in The Small Parish Hall, Rowlands Castle

*The Meeting ended at 8.15pm*

During the course of the Meeting (both part and whole) there were 2 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.