

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 3<sup>rd</sup> March 2025

Monday 3 March 2025 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 J Edwards, Cllr Y Haggard, Cllr V Matthews, Cllr I Moore and Cllr B Wilson (in part – see Item 1)

G Whatley (Administrative Officer) was also present, as were C Newman (Facilities Officer), C Cllr M Harvey, D Holt (representing RC Tennis Club) and B Brown (as local Community Speedwatch Co-ordinator).

## MINUTES:

Taken by L Walker (Clerk)

## THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

The Chairman acknowledged this was L. Walker's last meeting as Clerk to the Council after 13+ years of service and expressed the Council's sincere thanks for all her sustained hard work in supporting Councillors to deliver effective outcomes for the Parish on a wide range of matters.

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

Apologies for absence were received and agreed from Cllr S Donald. It was noted that Cllr Wilson would be arriving later due to another commitment as a school governor.

### 2. To Receive any Declarations of Interest

There were no declarations of interest at this point.

### 3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 3 February 2025, 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 NOTED and a copy will be kept with these Minutes.

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

C Cllr Harvey gave a verbal Report on the following Hampshire County Council (HCC)-related matters:

- The public Mtg on 14 March in the Parish Hall where HCC's Leader, Cllr Adams-King, would give a presentation on Devolution followed by a Q & A session;
- She expressed her concern at the uncertainty surrounding the process, lack of detail from central Govt, consultation timescales involved and potential pressure on town and parish councils;
- The resulting cancellation of the County Council elections planned for May 2025 mean she will remain as County Cllr for Catherington Division for at least a further year;
- HCC will work to its budget for 2025/26 but it will be short-staffed following a wave of redundancies;
- She continues to push for a residents' parking scheme for the north side of The Green;
- Discussions continue between Hampshire and West Sussex Highways authorities re the feasibility of installing flood barrier gates at the Ford on Woodberry Lane;

Cllr Harvey also wished to record her thanks to the Clerk for her many years of service and support, both to the Council and the wider community, to which the Clerk expressed her appreciation.

No report had been received from D Cllr C Maines.

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

One cllr stated that Hampshire Highways contractors had now cleared the culvert and soakaways near the Hall which had significantly reduced the likelihood of flooding at the Hall. C Cllr Harvey stated she had also been pressing for these works to be undertaken.

Another cllr reported that works in the field adjacent to The Castle Inn were reported to involve the clearing of the ground rather than any digging or works to trees on the site.

### 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.

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 3<sup>rd</sup> March 2025

60573 CHANGE OF USE FROM RESIDENTIAL BACK TO COMMERCIAL, USAGE  
For Note Only CLASS E. NO STRUCTURAL CHANGES  
24 The Green, Rowlands Castle, PO9 6AB

It was noted councillors had reviewed the Application and agreed a response of SUPPORT (there being no option for 'No Objection' on EHDC's new planning system) be submitted by the deadline of 21 February.

EHDC-24-0046-ADV DISPLAY OF 1 X DOUBLE-SIDED HANGING SIGN, 1 SET OF INTERNALLY  
For Note Only ILLUMINATED 'HARVESTER LETTES & WHEATS' AND 1 X ALUMINIUM  
DOUBLE-SIDED SIGN TO EXISTING POSTS  
Harvester, 1 Whichers Gate Road, Rowlands Castle, PO9 6BB

It was noted councillors had reviewed the Application and agreed a response of SUPPORT (see above) be submitted by the deadline of 21 February.

EHDC-24-0058-HSE NEW DETACHED GARAGE  
For Note Only 77 Links Lane, Rowlands Castle, PO9 6AF

It was noted Cllr Matthews had reviewed the Application and, with the agreement of councillors, response of NO OBJECTION (now made in the General Comments section of new planning system – see above) was submitted by the deadline of 24 February.

EHDC-25-0041-TCA Trees in a Conservation Area: WORKS TO CLEAR STREET COLUMN 1  
For Note Only Land West Of, 82 Durrants Road, Rowlands Castle, Hampshire

The Application was noted for information only as the works were to facilitate light from a streetlamp.

TPO (EH1230) PROVISIONAL TREE PRESERVATION ORDER The effect of the Order is  
2025 provisionally to protect the trees as set out in Schedule 1 to the Order, for a  
For Note Only period of 6 months.  
Woodland Area located 250m south west of junction with Pyle Lane and B2149,  
within the Parish of Rowlands Castle

Noted, with the Order available for public inspection at the Parish Office.

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

### a) Recreation Ground:

▪ **Review of Sports Users' Fees** – Members noted the Facilities Officers' Review (circulated previously). It was unanimously RESOLVED to:

- i) Increase fees by 3% (ie in line with current inflation) for both clubs (CUIFC and DACD Cricket Club) for their forthcoming seasons with fees paid direct to the Recreation Ground CIO's account;
- ii) Continue CUIFC's priority booking of all pitches at the Club's proposed cost of £1,267 (including increase above) plus pre-season 'friendlies' matches.

**Action: Facilities Officer to liaise with both clubs accordingly**

▪ **Update on Feasibility Study by Believ re Potential for EV-charging points** – Members noted the Clerk's Update (circulated previously). It was AGREED to shelve the idea for the time being.

▪ **Update from RC Tennis Club including proposals for hedge and fencing** – At the invitation of the Chairman, Mr Holt summarised the situation in line with the Facilities Officer's Update (circulated previously). In accordance with the Club's requests, it was RESOLVED (by a majority of 4 For and 2 Abstentions from Cllrs Edwards & Moore) to allow the extension of the boundary of the north side of the courts with hedge/fencing by a maximum of 2m. It was also AGREED 'in principle' to allow the extension of the south, east and west sides of the courts by a maximum of 1m, subject to more investigation and the obtaining of accurate measurements, to meet the LTA's current minimum requirements.

**Action: Facilities Officer to liaise with Club to progress matters**

▪ **Renewal of Wayleave Fees for Properties with Private Access on to Ground** – Members noted certain properties benefitted from private pedestrian access onto the Ground under a short Licence Agreement, for which a fee is collected every 5 years and the most recent period expires on 31 March 2025. It was unanimously RESOLVED to charge a fee of £20 (ie £4 pa) for the period 1 April 2025 to 31 March 2030, to be paid into the Recreation Ground CIO's account.

**Action: Admin Officer to notify property owners, supply updated Agreement and collect fees**

# ROWLANDS CASTLE PARISH COUNCIL

## Minutes of the FULL COUNCIL 3<sup>rd</sup> March 2025

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

**d) Quarterly Report on Data from Speed Monitoring Devices and Update on Related Signage –** At the invitation of the Chairman, Mr Brown gave a short verbal report, noting the 2 AutoSpeedWatch cameras had only been recently moved to their new locations on Whichers Gate Road and Durrants Road. The relocations had already proved beneficial, giving a better idea of vehicles persistently caught speeding and the scale of the issue on Durrants Road in particular. It was noted the local Police Officer may join a local Community Speedwatch session and continues to be notified of those vehicles lacking a current MOT and also uninsured vehicles. Members also noted the Admin Officer's Summary of Data Capture from the Speed Indicator devices from 22/11/24 to 01/03/25. The Chairman thanked Mr Brown and the Admin Officer for their continued work on this matter.

With regard to related signage advising of speed monitoring devices in the area, it was AGREED the issue required further investigation and to DEFER this element to the Council's Mtg in July or July 2025

**Action: Clerk to ensure suitable Item is included on relevant Agenda**

**b) Response to SDNPA's Consultation on its Local Plan Review Regulation 18 –** Members noted the Consultation details (circulated previously). Cllr Stanley stated he had reviewed the Plan, which appeared to address many significant issues, providing the relevant policies are enforced. On that basis, it was AGREED not to submit a response. *Subsequent information received on an issue indicates a response could be valuable. Cllr Wilson will draft a short letter for submission by the deadline of 17 March.*

**Action: Admin Officer to liaise with Cllrs Stanley & Wilson to submit response to Consultation**

**c) Completion of Review of Council's Risk Register Documentation –** Further to discussions at Council's Mtg on 7 October 2024, members reviewed the current documentation (circulated previously). It was unanimously RESOLVED to: Approve the Risk Register and Review of Internal Controls for the current year and establish a small Working Group to review the document prior to the next presentation to Council.

**Action 1: Clerk to note for 24/25 AGAR**

**Action 2: Establish the aforementioned Working Group**

**e) Review of Complaint Handling Procedure and Protocol for Reporting at Meetings –** Members noted the Council's current versions of both documents together with the more recently-published HALC Templates (all circulated previously). It was AGREED to make a necessary amendment to the Protocol, to reflect Council's changes to the Standing Orders at the Annual Mtg of Council on 13 May 2024. It was then AGREED to consider both templates over the next year or so.

**Action 1: Clerk to amend and publish minor change to Protocol**

**Action 2: Officer(s) and Council to consider templates over next year or so**

**f) Dates of Council Meetings in June and July 2025 –** It was AGREED to hold Council's Meetings on 9 June and 21 July 2025 and to book suitable venues accordingly.

**Action: Clerk to publish dates on Schedule and website and book venue(s)**

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

**a) February 2025 Schedule of Payments, for authorisation –** Cllr Ball stated he had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE the Schedule (previously circulated), 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	10.83	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	644.40	AutoSpeedWatch Ltd	Annual subscription fee for 3 ASW cameras
IBT	1,920.00	LawnPro	Hedge-cutting around the Parish
IBT	159.49	Viking Payments	Paper for Office and toilet rolls for Pavilion
IBT	222.66	Origin Amenity Solutions	White lining fluid for marking pitches at Rec
DD	76.37	BNP Paribas Leasing Solutions	MFD Quarterly Rental Fee
IBT	33.30	RCPHMC	Hire of Small Hall for Council Mtg
IBT	600.35	Exterior Living Rooms Ltd	Handyman and Lengthsman services

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 3<sup>rd</sup> March 2025

IBT	4.12	Rowlands Home Hardware	Consumables for Parish Office
IBT	12.80	Cllr J Edwards	Travel Expenses and Parking fee
IBT	33.30	G Whatley, Admin Officer	Travel Expenses
IBT	9.90	C Newman, Facilities Officer	Travel Expenses
IBT	100.00	Peter Hussey	Pitch Power Survey, Football Foundation funding
IBTs	6,333.40	Staff salaries including HMRC, PAYE and NICs	
<b>Total</b>	<b>10,306.17</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 February 2025 is included below:

Method	Amount £	Payer	Reason
IBT	10,000.00	CCLA Public Sector Deposit Fund	Transfer to cover general payments

*Cllr Wilson arrived at 8.25pm, towards the beginning of discussions under Item 8 b)*

**b) Report on Council's Bank Accounts as at 28 February 2024, for acceptance** – Members noted and ACCEPTED the Report (circulated at the Meeting).

Account	Balance
Lloyds Current Account	£2,730.44 <i>(Reconciled balance of 2,090.83 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
Public Sector Deposit Fund	£73,877.64
12-month Fixed Rate Bond	£15,491.33, matures 11/06/25
12-month Fixed Rate Bond	£20,000.00, matures 16/12/25

**c) Grant Application from South Central Ambulance Service Charity** – Members noted the Charity's Application (circulated previously) and the budgeted funds available. It was unanimously RESOLVED to award a grant of £250 towards general running costs, including the 7 Community First Responders based in Rowlands Castle.

**Action: Clerk to inform SCAS Charity of decision and include grant in March Payment Schedule**

## 9. MATTERS FOR DISCUSSION:

**a) Summary of Residents' Dealings with Parish Office in February 2025** – Members noted the Admin Officer's Summary (circulated previously), a copy of which will be kept with these Minutes.

**b) Devolution Matters, incl HCC's Briefing on followed by Q & A on 14 March** – Members noted the communications from both HCC and EHDC (circulated previously). Many councillors are planning to attend the Public Meeting on 14 March (see Item 4) with some also attending HCC's on-line Briefing to parish and town councillors on 19 March.

**Action: Clerk to register specified cllrs for Briefing on 19 March**

**c) Portsmouth Water's Mains Renewal Works on Whichers Gate Road from w/c 10 March** – Members noted the details of the works and traffic implications thereon, which had been locally publicised by Portsmouth Water. The impact on St John's Primary School and the wider area was recognised.

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 31 January 2025** – Members noted the Admin Officer's Schedule (circulated previously), a copy of which will be kept with these Minutes.

**b) Report from Administrative Officer on HALC's Introduction to Finance for Officers on 30 January** – Members noted the Officer's report (circulated previously), a copy of which is available upon request.

**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**

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 3<sup>rd</sup> March 2025

It was unanimously RESOLVED to pass the Resolution and the remaining member of the public left the meeting at this point.

**12. To Receive an Update from the Working Group re Recruitment of new Clerk and Consider Arrangements before and during the new Clerk taking up the role**

Members noted Cllr Ball's verbal Update, the Clerk's plans for her final weeks in office and the likely ramifications for other staff members once she has left and for the new Clerk, when appointed.

**Action: Relevant Working Group to consider these issues at Mtg on 10 March**

**13. Date of Next Meeting**

Monday 7 April 2025 in The Small Parish Hall, Rowlands Castle

*The Meeting ended at 9.00pm*

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.

DRAFT