

DROXFORD PARISH COUNCIL

Minutes of the Annual Meeting of Droxford Parish Council followed by usual business held at 7.30pm on Monday 28 May 2019 at the Pavilion, Droxford Recreation Ground, Droxford.

(Re-scheduled date due to cancellation of the Annual Meeting on the advertised date of 16 May 2019. The meeting was inquorate (minimum 3 members) therefore no business could be transacted.)

PRESENT: Barbara Chandler, Mark Dennington, Max Ford (by co-option at 7.40pm) Chris Horn, Colin Matthissen.

IN ATTENDANCE: Rosemary Hoile – Clerk

PUBLIC Max Ford

- 19.1 Apologies for absence. ACTION**
Janet Melson had sent an apology for absence due to a prior engagement.
- 19.2 Election of the Chair and Vice Chair**
Councillor Dennington proposed Janet Melson to be elected as Chair for 2019/20. Councillor Horn seconded the resolution.
RESOLVED unanimously: To appoint Janet Melson as Chair of the Parish Council for 2019/20. Councillor Dennington proposed Barbara Chandler to be elected as Vice Chair for 2019/20. Councillor Matthissen seconded the resolution.
RESOLVED unanimously: To appoint Janet Melson as Chair of the Parish Council for 2019/20. In the absence of Janet Melson, Barbara Chandler took the Chair of the meeting.
- 19.3 Declarations of Acceptance of Office.**
The Clerk received the Vice Chair's Acceptance of Office. **NOTED**
The Acceptance of Office to be given to the Chair to sign before the next meeting. **RESOLVED** Clerk
- 19.4 Code of Conduct.**
The Council **NOTED** acceptance of the Code of Conduct.
- 19.5 Co-option of a Parish Councillor.**
Max Ford had been invited to the meeting having expressed interest in taking on a role in to address matters affecting the community.
Councillor Chandler proposed Max Ford to be co-opted as a member of the Parish Council. The Council unanimously **RESOLVED** to co-opt Max Ford a Parish Councillor.
The Acceptance of Office was signed by Cllr Ford and the Clerk. Cllr Ford joined the meeting. **MF**
Cllr Ford will sign the Register of Interests & gifts and hospitality form before the next meeting
- 19.6 Assignment of responsibilities:**
The Council **RESOLVED to form** Working Groups (WG) where appropriate and would include the Clerk.
Finance (Finance, Policies & Governance) (FWG): Max Ford, Colin Matthissen, Janet Melson
Planning (New applications, appeals & enforcement): Mark Dennington, Chris Horn
Capital Projects (Current and future projects) (CPWG): The full Council.
Recreation Ground (Maintenance, Sport & Play) (RWG): Barbara Chandler, Mark Dennington,
Cemetery (Maintenance, Practices & Policy) (CWG): Barbara Chandler, Max Ford
Allotments: Barbara Chandler
Footpaths & Rights of Way (*Annual cutting list & infringements*): Janet Melson
Roads, Transport & Highways: Max Ford
Website & ICT: Barbara Chandler
- 19.7 Residents as members of working groups or to assist the Council:**
Cemetery & Allotment, Footpaths & ROW, Recreation Working Group and Tree Warden.
The Council will approach volunteers who have previously assisted and advertise on Facebook. **BC**

- 19.8 Representatives to outside bodies:**
The Council **RESOLVED** to appoint Janet Melson to liaise with Droxford Cricket Club and Barbara Chandler to attend meetings held by Winchester Association of Local Councils.
- 19.9 Procedural & Constitutional Matters:**
- 19.9.1** Policies and documents reviewed by the Parish Council at previous meetings: **RESOLVED** -
To retain the following policies reviewed by the Parish Council at previous meetings -
Equality and Diversity Policy (adopted 2014), Child Safeguarding Policy (adopted 2016), Health & Safety Policy (adopted 2014, updated Feb 2018), Complaints Procedure.
The Clerk will advise the Council if and when notified of statutory updates.
The List of Assets to 31 March 2019 was agreed with Internal Auditor on 9 April 2019. **Clerk**
The list of assets is to be updated when purchases or disposals arise. The Finance WG to be notified of any change. **Clerk**
- 19.9.2** The Council **RESOLVED** to review the undermentioned policies in the course of the parish year.
- | | | |
|---|---|--------------|
| a | Standing Orders - Autumn | MF |
| b | Financial Regulations (adopted October 2016) - July | CM |
| c | Data Protection Policy - September | BC |
| d | Parish Council insurance cover – before 30 September prior to renewal 1 Oct 2019. | CM/MD |
| e | Review earmarked reserves - July | CM |
- 19.10. Meeting dates.**
The Chair proposed to abandon holding a full parish council meeting in February. Should a Parish Consultee Comment be required for an uncontentious application, the Council will be asked to ratify the decision of councillors responsible for planning matters.
The Council **RESOLVED** to hold full council meetings on the following dates. (all Thursdays at Droxford Village Hall unless stated otherwise.)
2019
10 June, (at the Pavilion) 18 July, 19 September, 17 October, 21 November (at the Pavilion due to existing Village Hall booking). 12 December.
2020
16 January, 19 March, ~~16 April~~ * - **Annual Parish Assembly** preceded by short PC meeting.*
Thursday 21 May - **Annual Meeting of the Parish Council** followed by usual business.
*(Post meeting note: The scheduled date of the Annual Parish Assembly clashes with another meeting. The revised date of 23 April to be considered at the June PC meeting)
USUAL BUSINESS
- 19.11** **Declarations of disclosable pecuniary and non-pecuniary interest.** None
- 19.12** **Parish Council meeting 18 April 2019.**
- 19.12.1** **RESOLVED:** The minutes of the Parish Council meeting were approved as a true and accurate record.
- 19.12.2** Annual Parish Assembly matters were discussed under Parish Matters.
- 19.12.3** There were no matters to discuss at this point arising from the previous meeting.
- 19.13** **Public Forum:**
The meeting was unattended by members of the public, the County Councillor and District Councillors.
- 19.14** **Finance, Grants & Governance**
- 19.14.1** **NOTED:** Income and expenditure and approve payments listed in Appendix A
- 19.14.2** **APPROVED:** Bank reconciliation to 30 April 2019.

- 19.14.3 **NOTED:** The Annual Audit Return 2018/19 - Internal Audit Report had been signed by the Internal Auditor to confirm various records and procedures are in place.
- 19.14.4 Annual Audit Return 2018/19: **RESOLVED**
The Council approved and authorise the Chair to sign on behalf of the Parish Council.
a) Section 1 The Annual Governance Statement 2018/19
b) Section 2 Accounting Statements 2018/19
- 19.14.5 **APPROVED:** The Asset Register 31 March as agreed with the Internal Auditor.
- 19.14.6 Review of Droxford Financial Regulations 2016. Section 11.1(h) **DEFERRED**
- 19.14.7 Matters arising from the previous meeting: Debtors. **Clerk**
RESOLVED: The Council will waive the outstanding order on condition the debtor to pays £44 per month by standing order.
- 19.15 Planning:**
- 19.15.1.1 **SDNP/19/02224/PRE** Northend Stables, Northend Lane, Droxford, Hampshire
Proposal: Amendment to existing permission to North End House Stables.
Concern was expressed regarding parking. S106 condition to be requested to ensure that the property is not split from Northend House to which it is ancillary. **Clerk**
- 19.15.1.2 **SDNP/19/01764/FUL** Pappys Place Park Lane Swanmore SO32 2QQ
Proposal: Change of use from agricultural to equestrian
NOTED: Designation of plot of land formerly part of Spindleberry to Pappys Place. Further detail provided in Appendix B. The Clerk was asked to check the SDNP reference number is the same as the original reference number allocated to Spindleberry. **Clerk**
- 19.15.2 Planning Report - Appendix B: **NOTED**
- 19.15.3 Holywell House – application for licence to hold events:
The Council had considered additional information circulated and responded to prior to the meeting due to WCC Licencing deadline closing comment at 5.30pm 16 May:
The Council had hitherto supported Soberton’s objection but was split in their support of Soberton’s withdrawal by 3 councillors in favour to 2 who objected.
RESOLVED to ratify out of meeting decision to withdraw the Parish Council representation submitted by the Chair on behalf of the Parish Council on 12 April 2019.
- 19.15.4 Matter arising: Untidy Land opposite the Cemetery, Sheep Pond Lane. **County**
The County Councillor was not present to provide and update. Matter ongoing - **DEFERRED** **CIlr**
- 19.16 Recreation Ground, Cemetery and Allotments:**
- 19.16.1 General grounds maintenance.
The groundsman had not completed all the tasks requested. The Clerk was asked to investigate. **Clerk**
- 19.16.2 Refurbishment at the Pavilion. **MD**
Cllr Dennington reported work had ceased temporarily due to the presence of asbestos in the ceiling panels. A sample was submitted for analysis which confirmed the presence of white asbestos. The Contract Administrator will ensure removal is undertaken under controlled conditions by a licensed carrier. The Clerk has received the report from Perry Analytical Limited.
- 19.16.3 Cemetery:
Cllr Chandler reported all the headstones are secure and none required to be laid flat.

- 19.17 Highways, Roads, Transport, Footpaths & Rights of Way**
- 19.17.1 Union Lane junction (with the Park): Request for bollards.
Highways has denied installation of bollards due to presence of double yellow lines which prohibit parking. The verge will be re-seeded. **Clerk to monitor**
Junction Midlington Road (A32)/Swanmore Road:
Highways will install 10 new bollards, reinstate signage and re-surface. See Appendix C for Highway engineers response in full.
- 19.17.2 Traffic Regulation Order proposal – 40 MPH ON A32 WARNFORD ROAD, DROXFORD.
‘To introduce a 40 mph speed limit on a length of the existing derestricted road to the north of the A32 / B2150 / Sheep Pond Lane (Merrington) Crossroadsand a point approximately 470 metres north thereof.’
Cllr Melson had proposed to request the speed limit is extended to beyond Cut Throat Lane to allow safer ingress to the Cemetery. The Council **RESOLVED** to approve representation sent to HCC Director of Economy Transport & Environment by 7 June 2019 **JM**
- 19.17.3 Hampshire Lengthsmen Scheme:
The Council acknowledged the scheme has been discontinued. The parish will have to fund essential work. It was agreed to review the scopes of work of work undertaken by Estates Maintenance Services, the occasional groundsman and the lengthsmen with a view to rationalising and re-allocating some tasks for consideration at the September meeting. **BC/Clerk**
- 19.18 Parish Matters**
- 19.18.1 Matters arising from the Annual Parish Assembly.
It was agreed to review reduced night-time street lighting hours for street lighting in September. The Chair would be asked to arrange a meeting between current stakeholders and residents who have expressed an interest in Neighbourhood Watch at the earliest opportunity. A post to be put on Facebook updating residents. **JM/BC**
- 19.18.2 Bespoke Droxford village map.
The Council **RESOLVED** to contribute £66. Cllr Chandler will request match funding from two other sources. Cllr Horn asked for the permissive path to be emphasised more clearly. **BC**
- 19.18.3 Telephone Box.
Cllr Chandler undertook to organise replacement window panes and a sign for ‘Book Swap’. **BC**
- 19.19 Items for the next agenda:** Parish fees (Droxford Cricket Club fee, Cemetery fee, Allotments fees (from 1 March 2020) Pitch rent in the Square and Parish Green.
- 19.20 Date of next meeting:** 7.30 pm Thursday 10th June at Droxford Village Hall.
Cllr Chandler and Dennington tendered apologies in advance.

Signed.....Date.....

APPENDIX A – FINANCE STATEMENT

INCOME

	£
WCC Precept Part 1 of 2	16,196.00
Allotment rent	35.51
Sams Mobile Catering (arrears Aug/Sept 2018)	88.00
Cemetery – memorial	150.00
Total	16,469.51

PAYMENTS

Payment of accounts to be authorized

Chq	Payee	
BACS	EMS Inv 1321	300.00
BACS	R Hoile, parish & office expenses – May,	444.21
BACS	Fenland Leisure Products	604.50*
BACS	G.S Robson	70.00*
Total		1418.71

* late addition to agenda

BANK RECONCILIATION 1 April - 30 April 2019

BANK ACCOUNTS				£	£	£
Current Account: Unity Trust Bank A/C No.455						
Balance as per bank statement No 109, 30/04/19					1,380.74	
Deposit A/C: Unity Trust Bank A/C No....069						
Balance as per bank statement No 94, 30/04/19.					55,882.07	
Cemetery A/C: Unity Trust Bank A/c No...980						
Balance as per bank statement No 44, 30/04/19					3,509.33	
Less unrepresented cheques						
	HCC Street lighting			- 432.39		
	EMS April contract			- 300.00	- 732.39	
Add unlodged payments						
	Barnet Mitchell/Coleman			29.80	29.80	60,069.55
CASH BOOK:						
Balance b/f 1/04/19				45,705.02		
Add Receipts 1/4/18 - 31/03/19				16,469.51		
Less Payments 1/4/18 - 31/3/19				- 2,104.98		
						60,069.55
RESERVES						
SDNP CIL					7,906.20	
Capital reserve £19,196 b/f 1 April 19 (includes CIL £7906.2) + 50% of £15K set aside for capital projects 2019/20					18,790.00	
Raise the Rec funds - Pavilion refurb					3,280.00	
Cemetery Reserve					3,500.00	
ICT Reserve					2,000.00	
Unallocated reserve					24,593.35	60,069.55

APPENDIX B – PLANNING REPORT, 13 May 2019.

1. PLANNING APPLICATIONS DETERMINED

Ref: SDNP/19/01170/FUL
Proposal: Proposed construction of new agricultural barn/store
Location: Poppy Down Farm, Mayhill Lane, Droxford SO32 3AH
Decision: **APPROVED**
Ref: SDNP/18/05518/HOUS
Location: The Old Bakery, High St, Droxford SO32 3PA
Proposal: Proposed detached double garage with workshop / store
Decision: **APPROVED**

2. DECISION PENDING

Ref: SDNP/18/02338/DCOND
Proposal: Discharge of condition 4 of approved planning permission SDNP/17/03779/FUL
Address: Office Over Meringtons Stores Garrison Hill Droxford SO32 3QL
Ref: SDNP/18/03030/PRE
Location: Greta House South Hill Droxford Southampton Hampshire SO32 3PB
Proposal: Subdivision of existing structure (Listed Building) into 3 separate dwellings

3. APPLICATION IN PROGRESS

Ref: SDNP/18/06578/FUL
Location: Stable Cottage, Garrison Hill, Droxford, SO32 3QL
Proposal: Replacement dwelling.
Ref: SDNP/18/04004/PRE
Location: The Mill House Mill Lane Droxford Southampton Hampshire SO32 3QS
Proposal: Alterations to a previous permission 06/02779/FUL
Ref: SDNP/18/03111/DCOND
Proposal: Discharge of condition 3, 4, 5 and 6 of planning consent SDNP/17/01630/FUL
Location: Droxford Antiques, The Old Bakery High Street Droxford SO32 3PA
Ref: SDNP/18/04956/PRE
Location: Studwell Lodge South Hill Droxford Southampton Hampshire SO32 3PB
Proposal: Change of use from dwelling to hotel.
Ref: SDNP/19/01660/HOUS and SDNP/19/1661/LIS
Location: Fir Hill, Stables Flat High Street Droxford SO32 3QL
Proposal: Internal alterations to existing flat, garages, stables and tack room.
Ref: SDNP/19/01764/FUL – redesignated Pappy's Place.*
Location: ~~Spindleberry, Stable Block 2~~ Park Lane Swanmore SO32 2QQ
Proposal: Change of use from agricultural to equestrian

4. ENFORCEMENT (Pending update requested from WCC)

Ref: 18/00346/BLEG Hill Farm Orchards, Droxford Road, Swanmore. Alleged breach of legal agreement.
Ref: SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, SO32 2QW Alleged residential mobile homes.
Ref: SDNP/18/00429/COU Swanmore Barn Farm Park Lane. Stables within barn, unauthorised COU agric. to equestrian.

* What is known as 'Spindleberry' is made up of 3 plots, West Spindleberry, North Spindleberry and Spindleberry. Application ref: SDNP/19/01764/FUL for change of use on land to the east of Spindleberry was applied for in the name the Spindleberry in error. The land has now been formally designated 'Pappys Place.'

Spindleberry, North Spindleberry and West Spindleberry was formerly part of Lyecroft Farm. Pappys Place was part of Cross Lanes Farm.

APPENDIX C

Clerk's report on matters arising from actions agreed at previous meetings.

	ACTION	WHEN	WHO	
18.122.1	Obscured light emitted from street lamp, Union Lane	Nov 2018	Clerk	SSE sent contractor to constrict ivy at base and top of pole. Will return to pull ivy away in September. MONITOR
18.145.4	Issue Statement of Account	April	Clerk	Unpaid as at 13/5 ONGOING
18.147.1	Raise purchase order for 3 x 6' folding plastic tables	w/c 22/4	Clerk	Delivered. Stored in NK's garage. COMPLETE
18.147.2				
18.148.1	Instruct groundsman to check headstones.	April/May	BC	Headstones are secure. COMPLETE
18.148.2	Swanmore Road jct Midlington Rd A32.Chase HCC Highways re complaint ref 214132919. Demolished and other damaged signage	April	Clerk	ONGOING , see Highways engineer's email below.
	Follow up request to supply plastic bollards	April	Clerk	MONITOR
	Park/Union Lane cnr verge to WCC Highways.			

Highways engineer in response to the Clerk's enquiry.

- I have raised a job to remove the two damaged bollards and install ten new bollards on South Hill AKA Swanmore Road, alongside the ditch adjacent Round House.
- I have requested management to priorities the outstanding job for repairs of damaged signs on the junction South Hill and A32 Droxford Road.
- Planned Maintenance Team - Operation Resilience are looking at scheme to resurface South Hill/A32 junction, I believe this year, I made them aware of the constant damage to kerbs and signs.
- Your previous enquiry 21413219 was directed to our Traffic Management Safety Team and the highway management to comment, as this not a maintenance issue for me to deal with, I have reminded my management to do a response.
- Union Lane junction The Park has double yellow lines, therefore indicate a prohibition NO parking at any time, you can report anyone parking here to the police for road obstruction, additionally Street Parking team at Winchester City Council who can issue (Penalty Charge) in the meantime I have requested the Local highway technician to repair the damage verge with topsoil and seed.

Assistant Highway Engineer – Winchester South