

DROXFORD PARISH COUNCIL
Minutes of Droxford Parish Council meeting held at
7.30pm on Thursday 21 November 2019 at the Pavilion, Droxford Recreation Ground, Droxford.

PRESENT: Barbara Chandler, Chris Horn, Colin Matthissen, Janet Melson, Di Shepherd.
IN ATTENDANCE: Rosemary Hoile – Clerk
MEMBERS OF THE PUBLIC One resident.

- 19.69 **Apologies for absence.** ACTION
Mark Dennington, Max Ford, District Councillor Linda Gemmell, Frank Pearson, Vicki Weston, County Councillor Roger Huxstep
- 19.70 **Declarations of disclosable pecuniary and non-pecuniary interest.**
None.
- 19.71 **Minutes.**
- 19.71.1 **RESOLVED:** Clerk to publish
The minutes of the Parish Council meeting held on 17 October 2019 were approved as a true and accurate record.
- 19.71.2 Review of Matters arising on Action List Appendix C and not on the agenda:
Min ref: 18.145.4 A meeting has been arranged with Hampshire Highways, the Chair, Cllr Ford and the Clerk.
Min ref: 19.18.3 A quotation for £350 to fit window panes had been received which Councillors deemed excessive and alternative quotes will be sought. Water ingress has been reported.
Min ref: 19.38.2.1 Cemetery management will be reviewed next year.
Min ref: 19.38.3 The well has not been capped off.
Min ref: 19.50.3.2 The landowner had agreed permissive access with connecting gate between the School and the Allotments in principle, subject to installation at the School's expense. The gate, fencing materials and method of installation are to be approved by the landowner prior to installation.
- 19.72 **Public Forum:**
- 19.72.1 The member of the public present asked what action is to be taken to deal with rats on the allotments. He was primarily concerned about children on the allotment catching Weil's Disease, as well as some loss of crops. He questioned why the Parish Council had removed the drainage pipe containing rat poison embedded grain on his allotment plot when there is nothing in the Terms & Conditions to forbid its use. The poison had been set according to advice received from the Pest Control Office when dealing with a previous domestic issue.
The Chair will alert the School and enquire if there is a Pest Control contract in place. The Clerk will contact WCC Pest Control Officer. The Council agreed that this was another matter to be raised at the meeting with allotment holders. Instruction for the use of poison substances could be added to the new Terms & Conditions. The Chair was grateful to the allotment holder for coming to the meeting.
- 19.72.2 City and County Councillor reports had arrived too late to circulate prior to the meeting. The Chair will write to County Councillor Huxstep to express dissatisfaction with the lack of action concerning encroaching vegetation on Midlington Road and the unused HCC former Chippings Depot opposite the Cemetery.
- 19.73 **Finance, Grants & Governance**
- 19.73.1 Receipts and expenses: The Council **RESOLVED** to approve
a) Bank reconciliation to 31 October 2019 – Appendix A.
b) Statement of Reserves at 31 October 2019 - Appendix A
c) Payment of accounts listed in Appendix A. CM / Clerk to review/ update monthly
- 19.73.2 SDNPA Community Infrastructure Levy (CIL)

The Council **NOTED** the following sums which are available to bid for within the parameters of the 'Neighbourhood Portion' definition of infrastructure projects.

S106 £1835.27 - originally affordable housing but too small an amount, therefore to be pooled with funds spent on public open space, £2305.10 - public open space. CIL transport contributions £27,874.52 (derived from Townsend) and £11,235.00 (Clematis Cottage).

19.73.3 Draft Budget 2020/21

a) Cllr Matthissen outlined the draft budget drawn up by the Finance Working Group. He proposed to increase provision for mileage allowance to £100. A budget sum is required to clean the Pavilion gutters, replace the Cemetery path, repair glazing in the Telephone Box and prepare a list of essential work in the Cemetery. The final budget will be ready to approve at the January meeting.

**Open
Space WG/
Clerk**

b) The Village Hall Committee and Droxford Country Fair Committee had advised Cllr Chandler that the Council will share funding production of the Village Maps.

The Council **RESOLVED** to approve the following grants in 2020/21

Home Start £250-00, Community First Responders £250-00, Citizens Advice £150-00.

19.73.4 The Pensions Regulator:

The Clerk confirmed the Re-declaration of Compliance had been submitted on 30 October.

19.74 **Planning:**

19.74.1 New Planning Applications - None

19.74.2 Planning Report - Appendix B: **NOTED**

19.74.3 Enforcement – new: Ref: SDNP/19/00640 /BRECON. **NOTED**

19.74.4 SDNPA - Community Infrastructure Levy (CIL) and use of the 'Neighbourhood Portion'.

The Council **NOTED** information received in the bid letter and parish guide to the bid process.

The Council was advised to prepare outline infrastructure schemes to submit to SDNP before March 2020.

JM/MD

19.75 **Recreation Ground, Cemetery and Allotments:**

19.75.1 Matters arising: Actions in Appendix C were reviewed. The Council **NOTED** following actions had been completed -

a) The Pavilion - Phase 1 of Refurbishment.

b) Children's' play area equipment – list of sundry repairs.

c) Review of and awarding of the grounds maintenance contract for grass cutting/ 2 hedge cuts & epicormics growth removal at the Cemetery, Recreation Ground, Parish Green, Village Green and the top of Chestnut Rise. The contract was renewed with Estates Maintenance Services Ltd for two years.

d) Cemetery – the shed had finally been removed.

19.75.2 Consultation with allotment holders:

a) Allotment holders had been circulated with the agreed draft of revised Terms and Conditions of Rent together with a request for comments to be returned before the November Parish Council meeting. Over 50% of respondents opposed the proposed £100 deposit. The Council considered whether a £25 deposit would be more realistic. The Chair had written to allotment holders to propose a meeting with two or three of their chosen representatives to further discuss the revised Terms and Conditions. The letter also suggested that allotment holders appoint an experienced allotment holder to act as the single and definitive point of contact to advise the Council in future dialogue. A response is awaited from the allotment holders.

b) The Clerk passed a verbal request to the Open Space Group from an allotment holder who wished to take over the major part of his neighbours plot to work in addition to his own. The total holding would not exceed one whole plot.

**Open
Space
Group to
respond**

19.75.3 Oak sapling to be planted in memory of Professor Alan Hibbert.

The Council had received a recommendation to plant behind the goalposts on the north west side of the Recreation Ground. Cllr Chandler proposed planting further towards the far corner so as not to block the view westwards towards the hill top. Also the sapling may be damaged behind the goal mouth. The Chair proposed options are re-considered but the fall-back would be to plant behind the goalposts. The Council proposed the Garden Club to build or provide a tree guard.

JM/DS

19.76	Highways Footpaths & Rights of Way (ROW)	
19.76.1	Drainage defect, South Hill WCC Enquiry 21459215 All the drains on the A32 between Swanmore Road and Garrison Hill had been reported to the Council as blocked. Also the drain on the Square. The Clerk had reported the matter to HCC.	Clerk to monitor
19.76.2	The Council NOTED the reminder from Droxford Junior School to parents regarding child safety and parking which had been copied to the Council for their information.	
19.76.3	Matters arising (not on the agenda) Encroaching vegetation on Midlington Road. HCC tracking ref: 21444425 raised by the Clerk had been closed without any removal of encroaching vegetation taking place. The Clerk had followed up with an email to County Cllr Huxstep requesting HCC to confirm ownership of the verge. HCC have not acknowledged or responded. The Chair had written to County Cllr Huxstep requesting an explanation.	JM/Clerk to monitor
19.77	Parish Matters	
19.77.1	Proposals for Parish Green: SDNP officers had advised the Council to make plans to use the CIL funds potentially available to it. The opportunity had now arisen to re-surface the Square. Treatment of the Square should be considered in conjunction with plans for the Parish Green. Cllr Dennington had provided some options to re-surface in materials other than black tarmac at an estimated cost between £52K and £92K. Replacement of the existing surface of the Square is becoming urgent due to rapid deterioration of the tarmac. The Village Hall Committee has indicated a willingness to make a donation. The Council AGREED in principle, assuming receipt of CIL funds, to remove the existing surface of the Square and replace with new in Year 1(of receipt of the Neighbourhood portion CIL funds); to install a new entrance to the Parish Green and to utilise the Neighbourhood portion of CIL funds to markedly improve the Parish Green.	MD
	The Council agreed that Cllr Dennington should be authorised to examine solutions in similar locations to refine the choice of surface and present greater detail at the next meeting.	
19.77.2	Parish Newsletter. The Council considered 2 regular issues of the Newsletter published in March and October would suffice. Cllr Chandler had recommended the free version of Mail Chimp. RESOLVED	DS
19.77.3	Land opposite the Cemetery. The Chair had written to County Cllr Huxstep requesting HCC revisits evidence of need of the former County chippings depot which appears not to have been used for at least 30 years. It has been reported that it is being used as a venue for drug taking, causing significant concern to neighbours. The site also presents a neglected eyesore for visitors to the Cemetery. If HCC can prove a genuine need to retain it, the site should be maintained and secured properly.	JM
19.77.4	Matters arising: a) Neighbourhood Watch (NW): Some residents have recognised there is a need to increase the level of representation throughout the village. The Chair had attended a meeting of a few parishioners willing to kick start a group, starting with a leaflet campaign in Droxford. The Council agreed that it can offer support by way of a donation towards expenditure otherwise privately incurred by members of Neighbourhood Watch, but does not have the resource to run a local Neighbourhood Watch scheme. b) Litter pick held Saturday 26 October. The Chair thanked all those who had turned up.	
19.78	Consultations, Meetings and training.	
19.78.1	The SDNP Hampshire Parishes Workshop was attended by the Chair and Cllr Shepherd. SDNP officers' presentations concentrated mainly on the use of CIL funds.	
19.78.2	SDNP Affordable Housing Supplementary Document consultation The Chair had responded on behalf of the Parish Council.	
19.78.3	The Home Office - Strengthening Police powers to tackle unauthorised encampments -closing date 19/2/2020. Cllr Horn said he would respond on behalf of the Parish Council	CH
19.79	Items for the next agenda: Review GDPR policy.	MF

19.80

Date of next meeting:

7.30 pm Thursday 12 December 2019 at the Pavilion, Droxford Recreation Ground.

The meeting closed at 9.40 pm

Exchange of Information following meeting

Traffic monitoring equipment had been installed on Police Station Lane and Union Lane, also briefly on High Street opposite Park Lane. HCC confirmed permission had been granted to the owner of the site of the former Nursery to establish traffic data which will be required to support a planning application. The Chair observed that HCC did not notify the Parish Council of the installation and that the data collected may not be representative of normal vehicle movements as school attendance was lower than usual due to off-site activities.

Communities Against Noise and Speed (CANS) meeting will be held on 8 February at the Meon Hall. The CANS steering group is encouraging attendance of affected residents. Details will be posted on the website.

Barbara Chandler announced her resignation from the Parish Council. She had been a councillor for 10 years and chaired the Council for over 4 years. The Chair paid tribute to her achievements - steering the Council through the introduction of GDPR, overseeing transition from a rudimentary website to a free comprehensive community site; introduction of a Newsletter, Facebook and Twitter. All present wholeheartedly agreed that communication and working practices had been brought up to date during this time.

SignedDate.....

APPENDIX A – FINANCE STATEMENT 21 November 2019 for transactions between 1 -31 October

RECEIPTS TO NE NOTED		£
SO	Square rent	44.00
DC	SDNP	<u>947.07</u>
Total		991.07

DD/SO and PRO-FORMA PAYMENTS TO BE NOTED		
SO	Clerk's salary – October	505.70
DD	O2 Mobile telephone (50% to be refunded by C & M PC) OCT	16.73
DD	Information Commissioners Office	35.00
DD	Southern Electric	<u>46.59</u>
Total		604.02

PAYMENTS TO BE AUTHORISED (to be updated if invoices are received after 14/11/19)

Chq/BACS		
	BACS Estates Maintenance Services Ltd Inv 1718 - OCT contract.	300.00
	BACS Droxford Cricket Club - 2019 season grass cut	768.00
	BACS V Hunt - create & design map board	200.00
	BACS Droxford Village Hall rent of meeting room April/May/July/Sept/Oct	58.50
	BACS R Hoile –Oct/Nov expenses	38.98
	BACS J Melson – WDALC & WCC meeting travel expenses	20.79
	BACS Royal British Legion s137 donation	25.00
	Chq G Tull (to remove and dispose of cemetery shed)	132.00
Total		1,543.27

Total

Bank reconciliation 1 April - 31 October 2019						
BANK ACCOUNTS				£	£	£
Current Account: Unity Trust Bank A/C No.455						
	Balance as per bank statement No 117, 31/10/19				705.99	
Deposit A/C: Unity Trust Bank A/C No....069						
	Balance as per bank statement No 100 31/10/19.				39,133.30	
Cemetery A/C: Unity Trust Bank A/c No...980						
	Balance as per bank statement No 50, 31/10/19				3,516.37	
<u>Less unrepresented cheques</u>						
	Castle Water			-	31.91	
	. Horn& Sons			-	50.00	<u>43,273.75</u>
CASH BOOK:						
	Balance b/f 1/04/19			45,705.02		
	Add Receipts 1/4/18 - 31/10/19			39,376.86		
	Less Payments 1/4/18 - 31/10/19			- 41,808.13		<u>43,273.75</u>
RESERVES:						
	CIL Open Space			4,798.27		
	Raise 4 the Rec donations for Pavilion refurbishment			3,280.00		
	Cemetery			3,512.83		
	ICT			<u>2,000.00</u>		
	Total - allocated reserves			13,591.10		
	Part 1 & 2 received of Precept 2019/20			32,392.00		
	Less parish overheads to 31 October			18,312.00	<u>14,080.00</u>	
	Total - unallocated reserve			15,602.65		<u>43,273.75</u>

APPENDIX B – PLANNING REPORT for 21 November 2019 (to be updated w/c 18/11/19)

1. PLANNING APPLICATIONS DETERMINED

Ref: SDNP/18/06578/FUL

Location: Stable Cottage, Garrison Hill, Droxford, SO32 3QL

Proposal: Replacement dwelling.

DECISION: APPROVED

Ref: SDNP/19/04615/TCA

Location: The Small House, High Street, Droxford SO32 3PA

Proposal: T1 Yew to trim branches by 1m, T2 Reduce in height by 1m, T3 Sycamore Remove small branches above green house

DECISION: RAISE NO OBJECTION

Ref: SDNP/19/04179/TCA

Proposal: The trees stand to the rear of Briar Cottage, Hawthorne House and Cedar Cottage South Hill Droxford, 3 x mature Sycamore trees to prune back overhanging canopy to boundary fence line.

Location: Briar Cottage, South Hill, Droxford SO32 3PB.

DECISION: RAISE NO OBJECTION

2. DECISION PENDING

Ref: SDNP/18/02338/DCOND

Proposal: Discharge of condition 4 of approved planning permission SDNP/17/03779/FUL

Location: Office over Meringtons Stores Garrison Hill Droxford SO32 3QL

Ref: SDNP/19/02207/TCA

Location, Meadowbank, Mill Lane, Droxford SO32 3QS

Proposal: Scots Pine (T1) - fell due to sap nuisance repeatedly damaging the paintwork of our neighbour's cars and risk to power lines if a branch falls as did a branch from a similar tree 50 yards further up the lane four years ago, now felled.

Bay tree, two apple trees, maple tree, laburnum tree and crab apple tree already in close proximity so no need to replant.

Ref: SDNP/19/04031/HOUS

Proposal: Proposed single story extension, two storey barn extension and minor revisions to previous extant permission.

Location: The Mill House, Mill Lane, Droxford SO32 3QS.

Ref: SDNP/19/04526/TEL

Proposal: erect 1x10m pole (8.2m above ground) and 1x 8m pole (6.35m above ground)

Location: St Mary's and All Saints Church, The Square, Droxford, Southampton, Hampshire, SO32 3RB

3. APPLICATION IN PROGRESS

Ref: SDNP/19/02489/FUL

Location: Northend Farm Cottage, Northend Farm Lane, Droxford, SO32 3QN

Proposal: New detached dwelling with garage.

Ref: SDNP/19/04517/CDN (Variation of condition no.2 of approved planning consent SDNP/18/01262/HOUS)

Proposal: Variation of condition no.2 of approved planning consent SDNP/18/01262/HOUS

Location: Waterside, Midlington Road, Droxford, SO32 3PD.

Ref: SDNP/19/04320/HOUS and SDNP/19/04321/LIS

Proposal: Replacement windows. A change from the existing french windows to side hung casement windows. Work to the rear elevation ground floor only.

Location: Old Manor Farm, High Street, Droxford, SO32 3PA

4. ENFORCEMENT - NEW

Ref: SDNP/19/00640 /BRECON Studwell Lodge, South Hill, Droxford, SO32 3PB. Alleged, the removal of glass roof and replacing the same area/footprint with what appears to be a tile roof which would allow the area to be put to other domestic uses.

EXTANT

Ref: 19/00105/BCOND Hill Farm Orchards, Droxford Road Swanmore. Breach of conditions

Ref: 18/00346/BLEG Hill Farm Orchards, Droxford Road, Swanmore. Alleged breach of legal agreement.

APPENDIX C - List of actions reviewed and updated at the 21 November 19 Parish Council meeting.

	ACTION		WHO	PROGRESS
18.122.1	Obscured light emitted from street lamp, Union Lane	Nov 2018	Clerk	SSE to revisit 12 Dec. Job No changed to ref: EQG373.
18.145.4	Swanmore Road jct Midlington Rd A32.Chase HCC complaint ref 21413219	April	Clerk	MONITOR ONGOING referred to Traffic Management Safety team and Highways management for decision
19.38.2.1	Finance Regulations Cemetery – upkeep of graves a) Review of Cemetery management b) Improve communication	Jan 20 August	CM	a) WORK IN PROGRESS b) WORK IN PROGRESS
19.38.3	Review allotments Ts & Cs Well to be capped off School request for gate in fence between school grounds and allotments	August Oct	MF CH/ MD Clerk	COMPLETED NOVEMBER NOT STARTED ONGOING School to supply methodology statement and agree to install at own cost.
19.40.1	Parish Green - decision to retain temporary access or reinstate grassed area.		Council	To be formally determined at a PC meeting.
19.60.2	District Councillor Frank Pearson reported that the volume of continental lorries from Portsmouth via Swanmore Road, Droxford to Hill Orchard Farm (Axtons) is under debate at WCC....		JM/ Clerk	MONITOR. HCC strategic transport decision re access via Shirrell Heath or Droxford Swanmore Road.
19.61.3	GDPR review		MF	Review for later meeting.
19.62.3	Ref: 19/00105/BCOND & 18/00346/BLEG Hill Farm Orchards, Droxford Road Swanmore.		MD/ Clerk	Issue stuck with WCC legal dept.
19.62.4	Proposed CIL projects: Contact HCC Highways to establish scope.	For Nov meetin g	JM	COMPLETED NOVEMBER
19.63.1	Pavilion refurbishment Phase 2	March	MD	IN HAND
19.63.2	Cemetery: Contact Natural England approved consultants. Obtain licence to move badger sett.	Sept	Clerk	ONGOING
19.65.1	Residents' complaints re traffic congestion PSL and HGVs night – time access Axtons Farm.		JM/ Clerk	ONGOING
19.73.3	2020/21 budget - obtain quotes to clear Pavilion gutters, replace the Cemetery path, repair glazing in the Telephone Box, new book swap sign, list sundry essential work in the Cemetery.	Dec /Jan meetin g	Open Space WG	
19.74.4	Prepare and cost CIL infrastructure schemes.	By Spring	JM/ MD	
19.75.2b	Approval required to Plot holder's request to take over part of neighbouring allotment.	Dec	JM/ DS	
19.75.3	Find site to plant mature oak sapling	Sept	JM/ DS/	ONGOING
19.76.1	Drainage defect, South Hill WCC Enquiry 21459215	Nov	Clerk	FOLLOW UP
19.76.3	Encroaching vegetation Midlington Road		JM	ONGOING HCC/ R Huxstep
19.77.1	Proposed CIL project - Look into surfacing materials Develop open space scheme	Dec mtg	MD	
19.77.2	Set up Mail Chimp	March	DS	
19.77.4	NW donation	Dec	Clerk	Obtain a/c no to pay.
19.78.3	Home Office: Consultation on Strengthening Police powers to tackle unauthorised encampments	Feb	CH	Closing date 19 Feb