

**MINUTES
DROXFORD PARISH COUNCIL MEETING**

**WEDNESDAY 16TH DECEMBER 2020 at 6.00 p.m.
Held via Zoom Meeting Room link**

PRESENT: Councillors: Mark Dennington, Angharad Heller, Chris Horn,
Colin Matthissen, Janet Melson (Chair), Di Shepherd.

IN ATTENDANCE: None

PUBLIC: One.

20.80 Apologies for absence.

Councillor Max Ford, Rosie Hoile (Clerk).

20.81 Declarations of Interest.

Cllr Horn declared a pecuniary interest in the inclusion in the draft budget of allocation of a sum towards maintaining the permissive path around 'School Field'.

20.82 Minutes of the meeting held on 19th November 2020.

Agreed as a true record.

20.83 Chair's Announcements.

There were no new Parish matters to report.

Minutes of the meeting of the Finance Working Group – the amended minutes have been circulated.

Picnic Table – There has been no interest to date. Cllr Shepherd will pursue other courses of action.

Parking at St Mary's Close – There has been no update from Cllr Pearson.

Overhanging foliage on the A32 – The landowner had not yet responded to the Clerk's letter of 3rd November. It was agreed that sufficient time had been allowed and a further letter would be appropriate, to include contact details of suggested contractors that the occupants could employ if unable to conduct the work themselves.

Follow-up letter to landowner

Clerk

20.84 Public Forum.

A member of the public attended to discuss the planning application for The Old Chapel, Police Station Lane (see 20.86.1).

20.85 County & District Council Councillor's Reports:

Neither the County nor District Councillors were present. Reports had been rendered and there were no questions arising.

20.86 Planning (Appendix A)

20.86.1 **New Planning Applications:**

Ref: SDNP/20/05/05180/NMA Stable Cottage, Garrison Hill
No comment.

Ref: SDNP/20/05390/CND (Planning application ref:SDNP/18/00525/FUL)
The Old Chapel, Police Station Lane
Cllr Horn referred to discussions regarding a previous application for this site, reminding the Council that conversion of the Chapel to residential use was considered to be an enhancement. However, the above referenced plans represent a substantial increase in size of the development, in particular the double storey side extension and the double garage to the front of the plot bordering the road which could give an appearance of over development. The Council was unanimous in objecting to the application and comments will be submitted to SDNPA.

Comment to be submitted to SDNPA	Cllr Horn /Clerk
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20.86.2 **Planning Report:**

The decisions determined by SDNPA and ongoing Enforcement cases were noted.

20.87 **Finance and Governance.**

20.87.1 **Payment of Accounts:**

RESOLVED : To authorise payments of accounts listed in Appendix B to be authorised 16th December with the exception of the payment to Castle Water. Cllr Dennington is awaiting a call from Portsmouth Water and recommended that payments are held in abeyance until the undertaking to replace equipment is met. It was agreed to defer payment until January.

20.87.2 **Bank Reconciliation to 30th November 2020:**
NOTED.

20.87.3 **2021/22 BUDGET**

The Chair stated that preparation of the draft budget enables the Council to determine the precept for the forthcoming financial year. Cllr Matthissen then led the Council through the draft budget and the forecast for 2021/22 project expenditure and reserve movements. A new sum of £450 had been included in view of the previously reported cessation of the Countryside Stewardship Scheme Cllr Horn answered questions to clarify that the Scheme compensated the Horn family for the farmland lost to crops by their provision of the permissive path around the ‘School Field’ and the associated maintenance costs. With the exception of Cllr Horn who, having declared an interest, did not participate in the decision, all Cllrs considered the future assumption of this payment by the Parish Council to be a reasonable expense owing to the considerable recreational value provided by the path. Following discussion and clarification that all budgetary requests were included in the draft, the Council determined that there would be no increase in the precept for 2021/22.

RESOLVED : That the precept for 2021/22 be set at £37,665.

20.87.4 **Bids for CIL Projects 2020/21**

The Council reviewed planned projects. The tentative new plans for the Parish Green were deemed to be the most suitable for a CIL bid. The Chair and Cllr Dennington had recently met onsite to consider the phasing of works with the resurfacing of The Square. Cllr Dennington stated that the plans that had previously been provided for the landscaping of the Parish Green could provide a basis for a CIL bid. It was agreed that Cllr Heller would join Cllrs Melson and Dennington to form a Working Group to take forward plans for this area. Costings will be required by mid-January in order to submit a bid.

Working Group to meet as soon as possible and produce costings	Cllrs Melson/ Dennington/Heller
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20.88 **Parish Matters.**

20.88.1 **Resurfacing and Associated Works in The Square:**

The Project Manager had been advised of the Council's resolution to appoint Authorn Ltd to carry out the resurfacing works. The Project Manager has informed Authorn and confirmed that works will commence on Tuesday 6th April 2021. The Project Manager has also notified all of the contractors whose bids were unsuccessful. In accordance with common commercial practice, the tendering phase of the project is now considered complete and the Chair proposed that the Project Manager should now be instructed to issue the contract to Authorn. Cllr Mark Dennington emphasised that in using the Project Manager as our agent, all matters are covered by his professional indemnity.

RESOLVED : To instruct the Project Manager to proceed with issuing of the contract.

20.88.2 **Green Spaces Working Group:**

Cllr Shepherd provided a verbal update to the previously circulated written report in advance of the meeting. Of particular note, a timetable is now in place for planting at the cemetery and details will be circulated in due course. The new gate has been installed at the allotments and Cllr Horn was thanked for facilitating this.

Contact has been made with all applicants on the allotment waiting list as a result of which 3 have withdrawn their applications. Cllr Shepherd raised the issue of priority for Droxford residents on the waiting list for allotments, specifically with reference to current holders who would like to increase their plot size. Following discussion, it was agreed that Droxford residents should always have priority on the waiting list. Furthermore, Droxford allotment holders wishing to increase their holding would, in future, formally apply for additional space to a maximum holding of 1 whole plot and would take precedence on the waiting list over applicants from surrounding villages.

Cllr Heller had circulated a draft revision to the Cemetery Policy with the aim of producing a more user-friendly document. The Chair noted that the Clerk has raised concerns with Exclusive Right of Burial. In order for the Council to

consider how this should be dealt with in future, it was agreed that when circumstances allow, a meeting of GSWG, Chair and Clerk will be held to understand fully the legal issues involved and make a recommendation to the full Council regarding Exclusive Right of Burial in future policy.

In order to complete outstanding works at the pavilion, the Chair recommended that Cllrs Dennington and Ford form a Working Group to write a condition report and lease/hire documentation. This was unanimously agreed.

Working Group to produce condition report and lease	CllrsDennington /Ford
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Cllrs Dennington and Horn will endeavour to meet when work commitments permit to discuss the capping of the well at the allotments.

Capping of the well	CllrsDennington /Horn
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20.89 **Footpaths and Rights of Way.**

20.89.1 **DMMO 1150:**

The Chair reported that the Footpath Warden has conducted further detailed research into both the history of the footpaths/bridleways affected by DMMO 1150 and the process to date by which HCC proposed changes will be made. The Footpath Warden will continue to pursue the matter through appropriate channels and keep the Council appraised.

20.90 **Roads and Highways.**

In the absence of Cllr Ford and the Clerk, an update on the use of the temporary Speed Indicator Device (SID) belonging to Corhampton & Meonstoke Parish Council will be deferred to the January meeting.

20.91 **Correspondence.**

Concerns have been raised by residents regarding the procedure for gully maintenance and surface water run-off from Swanmore Road. This has been forwarded to both District and County Councillors, noting that the split in service provision leads to a lack of coordination and does not appear to represent best use of resources.

The contribution of a long-term resident of the village who is moving home out of the area was highlighted and it was agreed that a letter should be sent to express the thanks of the Council for his many contributions to the village over the years.

Letter of appreciation	Cllr Melson
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The Chair had received a request from the Headteacher of Droxford Primary School to place a short video showcasing the school on the Parish Council website. The Council approved the request.

20.92 **Information Exchange and Items for January Meeting.**
None

20.93 **Date of next full Parish Council Meeting:**
Thursday 21st January at 6.00 pm via Zoom.

The Chair concluded by sincerely thanking all Councillors for their work throughout 2020, noting that not only had the Council continued to fulfil its routine functions despite the difficult circumstances of the pandemic, but that significant progress had been achieved in many areas. The Chair wished everyone a Merry Christmas a Happy New Year and the hope that meetings may resume in the Village Hall in the not too distant future.

The meeting closed at 7.50 p.m.

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

APPENDIX A – PLANNING REPORT

1. APPLICATIONS DETERMINED

Ref: SDNP/20/03811/HOUS

Location: 20 the Park, Droxford. SO32 3QQ

Proposal: Replacement of roof and frames to existing rear conservatory.

DECISION: APPROVED

Ref: SDNP/20/03480/TCA

Proposal: Fell Spanish Chestnut (summary of proposal)

Location: Millers Cottage High Street Droxford Southampton Hampshire SO32 3PA

DECISION: RAISE NO OBJECTION

Ref: SDNP/20/01971/FUL (AMENDED)

Proposal: Proposed construction of new barn/store (amended scheme)

Location: Red Admiral Vineyard, Mayhill Lane, Droxford SO32 3PT

DECISION: APPROVED

Ref: SDNP/20/04133/TCA (Determination deadline 6/11/20)

Location: Studwell Lodge South Hill Droxford Southampton Hampshire SO32 3PB

Proposal: Reduce 3x large Thuja by 50%

DECISION: RAISE NO OBJECTION

2. PENDING CONSIDERATION

Ref: SDNP/20/02770/HOUS

Location: 1 The Laurels Union Lane Droxford SO32 3QP

Proposal: Loft Conversion with dormer

3. APPLICATIONS IN PROGRESS

Ref: SDNP/20/00938/FUL

Location: The Hambledon Hunt Kennels Garrison Hill Droxford Southampton Hampshire SO32 3QL

Proposal: Temporary use of land and siting of a Mobile Home for a period of three years.

Ref: SDNP/20/04015/FUL (closing date for comment 22/10/20)

Location: Dadkhah Stud, Park Lane, Swanmore, SO32 3QQ

Proposal: Construction of 3 bedroom chalet dwelling with office space and laboratory for owner/operator of Dadkhar Stud.

4. ENFORCEMENT

Ref: SDNP/20/00590/COU 1 Park View, Union Lane

Alleged storage of the building materials associated with the business and extensive building works in the front garden which represent a vehicle hazard on the narrow road.

Status as of 4/12/20:

Awaiting first site visit.

Ref: 19/00105/BCOND Hill Farm, Droxford Road Swanmore,

Alleged breach of conditions 4,6,7,9 and 10 of planning consent 07/00138/FUL/

Status as of 4/12/20:

The owner has been asked submit a planning application to regularise t/he breach. No application has been received.

Ref: 20/00098/COU Upper Hill Farm, Droxford Road Swanmore

Alleged change of use of land. (superceded case closed Ref:19/00105/BCOND Hill Farm Orchards.

Status as of 4/12/20: Previous officer assigned to the case has left WCC.

APPENDIX B – FINANCE REPORT (summary of transactions 1 – 30 November)

INCOME RECEIVED **£**
0.00

DIRECT DEBITS & STANDING ORDERS

SO R Hoile November	520.00
DD Telefonica - parish mobile	23.28
Total	543.28

PAYMENT OF ACCOUNTS TO BE AUTHORISED 16 December

Estate Maintenance Services Inv 2896 Nov contract	300.00
R Hoile expenses - Internet/office £23.66 + 123 Reg £28.78 (domain renewal)	52.44
R. Hoile (copy paper/ink cartridges/Pavilion w.c requisites – Viking Direct)	110.60
HCC Street Lighting	404.15
Edward Cooper	550.00
M Stevens (care of bus shelter Oct/Nov/Dec)	32.00
Castle Water	348.04
Total	1,797.23

BANK ACCOUNTS:	£	£	£
Instant Access AC ...069		90,993.07	
Cemetery AC ...980		6,368.00	
Current AC ...455		2,676.32	
LESS unrepresented payments			
Royal British Legion	25.00		
EMS Nov	300.00	-325.00	99,712.39
Net balance 30 November 2020			99,712.39
CASH BOOK:			
Opening Balance 1 April 2020		37,051.05	
Add: Receipts to 30 November 2020		87,898.55	
Less: Payments to 30 November 2020		- 25,237.21	
Closing balance per cash book as at 30 November 2020			99,712.39
RESERVES:			
Capital Reserve*		35,774	
CIL/s106 £4798 b/f + £41,414.62 new		46,213	
Cemetery Reserve, incl £336 (25% cem receipts - Aug)		6,368	
ICT Reserve		1,358	
Running Costs		10,000	
Reserves as at 30 November 2020			99,712.39
* Balancing figure			