

## DROXFORD PARISH COUNCIL

### Minutes of the Meeting of Droxford Parish Council held at 7.30pm on Thursday 19<sup>th</sup> May 2016 at Droxford Village Hall

**PRESENT:** Barbara Chandler, Nick Fletcher, Colin Matthissen, Janet Melson.  
**IN ATTENDANCE:** Rosie Hoile – Clerk  
**PUBLIC:** County Cllr Roger Huxstep, City Councillors Linda Gemmell, Frank Pearson, Vicki Weston  
Mark Dennington, Dr Penelope Gordon, Chris Horn.

- 16.1** **RESOLVED** – to elect Barbara Chandler as Chair Person for the forthcoming Parish Council year.  
Proposed by Colin Matthissen, unanimously agreed.
- 16.2** **RESOLVED** – to elect Janet Melson as Vice Chair Person for the forthcoming parish Council year.  
Proposed by Nick Fletcher, unanimously agreed.
- 16.3** The Clerk received signed Declarations of Acceptance of Office from Cllrs Chandler and Melson.
- 16.4** **Declarations of disclosable pecuniary and non-pecuniary interest** - None
- 16.5** **To fill three Casual Vacancies for Members of the Parish Council:**
- 16.5.1 **RESOLVED** -to co-opt Mr Mark Dennington to be a member of Droxford Parish Council
- 16.5.2 **RESOLVED** - to co-opt Dr Penelope Gordon to be a member of Droxford Parish Council
- 16.5.3 **RESOLVED** - to co-opt Mr Christopher Horn to be a member of Droxford Parish Council
- 16.5.4 The Clerk received signed Declarations of Acceptance of Office; the new councillors joined the meeting.
- 16.6** **RESOLVED** - to appoint Members of the Parish Council to the following working groups (WG):  
**Finance \* (FWG):** Barbara Chandler, Penelope Gordon and Colin Matthissen.  
**Planning (PWG):** Mark Dennington, Nick Fletcher and Chris Horn.  
**Strategic Planning (SPWG):** The full Council.  
**Recreation (RWG):** Mark Dennington, Nick Fletcher and Chris Horn  
**Cemetery & Allotments \* (CAWG):** Barbara Chandler and Janet Melson.  
**Footpaths & ROW (FWG):** Barbara Chandler  
**Roads, Transport & Highways (RTHWG).** Nick Fletcher and Janet Melson,  
**Website \* (WWG).** Barbara Chandler.  
\*includes the Clerk.
- 16.7** The Chair closed the Annual General Meeting to advance agenda item no. 14 from Usual Business to allow County and District Councillors to go to other meetings.
- 16.7.1** **City Councillors Gemmell, Pearson and Weston had circulated a joint report.**  
Cllr Pearson summarized areas of responsibilities in the Portfolios held by each councillor and some other useful contacts at WCC. The Councillors have yet to decide how attendance to all the parish meetings will be organized between them. Cllr Weston said the aim is to go to Consultation. There will be Devolution workshops because input is required from each area; it is about what residents want. Cllr Gemmell warned of the danger of losing PACT (Police and Community Together) due to further cuts in the policing budget. Cllr Gordon agreed to represent the Parish Council at the next PACT meeting at West Meon on 2<sup>nd</sup> June.

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHOM</b>
Attend PACT meeting at West Meon	2 June	PG

---

**16.7.2 County Councillor Huxstep had circulated his report on salient issues.**

He said HCC were also considering taking Devolution to Consultation. He urged everyone to complete the Hampshire Re-cycling Waste online consultation to safeguard Bishops Waltham which is under threat of closure.

The councillors departed at 8pm and the Annual General Meeting re-opened.

**16.8 RESOLVED - to approve Stuart Attrill to be co-opted as a member of the Cemetery & Allotments Working Group, and Sam Crutchfield to be co-opted onto the Recreation Working Group.**

**16.9 To consider representative(s) to outside bodies: The Village Hall.**

It was agreed representatives were not required at this time.

**16.10 RESOLVED – to review the following policies and make recommendations to update at the July meeting.**

Standing Orders (adopted July 2014), Financial Regulations (adopted June 2014), Asset register (March 2016), Insurance cover (renew 1 Oct 16), Code of Conduct, Equality & Diversity (adopted July 2014)

**16.11 RESOLVED to retain existing Parish Council meeting dates** on the third Thursday of the month except August (no meetings), and the December meeting to be held on the second Thursday.

The Annual General Meeting of the Parish Council closed at 8.10 pm, followed by:

**USUAL BUSINESS**

**16.12 Apologies for absence - None**

**16.13 To receive declarations of disclosable pecuniary and non-pecuniary interest – None**

**16.14 RESOLVED – to approve the Minutes of the Parish Council Meeting held on 21<sup>st</sup> April 2016.**  
Approval of Notes taken at the Annual Parish Meeting were deferred.

**16.15 Matters arising from previous meetings.** The Chair reported a telephone enquiry received from Nicola Horsley on behalf of the grants team at HCC asking where the Parish Council stood in relation to Friends of Droxford Church's (FODC) application for a grant from HCC Community Capital Buildings fund. The Chair confirmed the Council had voted 4-2 for a statement of support of the FODC Expression of Interest submission, and referred Ms Horsley to the Parish Council minutes item 182.15.1

**16.16 Planning:**

16.16.1 New planning application:

**Ref:** SDNP/16/01652/HOUS **Address:** 1 Quantock Cottage Northend Lane Droxford SO32 3QN.

**Proposal:** Two storey side extension, single storey rear extension and a new bay window.

**NO COMMENT**

16.16.2 **NOTED** - planning decisions listed in Appendix A

16.16.3 Planning Appeals. None

16.16.4 **NOTED** - planning enforcements listed in Appendix A

- 16.16.5 **NOTED** – the pre-application submitted by Eider Ltd proposes increased provision of 19 to 36 lodges on the site of the former Uplands Hotel. The Parish Council will require a full understanding of activities and consequent impact on the area. Eider Ltd will put proposals on public display at the Village Hall on Saturday 11<sup>th</sup> June and be on hand to answer questions.
- 16.16.6 SDNP Workshop, Liss Thursday 18 May. Cllr Fletcher reported on Enforcement Policy discussed. SDNP has produced a ‘good practice’ document. Cllr Fletcher queried the anomaly of parish councils not being consulted when retrospective planning approval is granted. The Clerk reported on the procedure to upload Parish Consultee comment on-line and limitations of the system. Publication of the SDNP Local Plan has been put back to 2018 due to the volume of work taking longer. The Director of Planning advised using the draft SDNP policy where the Local Plan Part 1 - Joint Core Strategy is silent.

**16.17 Finance, Grants & Governance**

- 16.17.1 **RESOLVED** - to approve payment of accounts listed in Appendix B. In addition payment was authorised for £52 from D R Pilcher (Electrician) for a new shower room light pull at the Pavilion.
- 16.17.2 **RESOLVED** - to approve Statement of Income & Expenses 2015-16
- 16.17.3 The Annual Audit Return 2015/16:  
**RESOLVED** - to approve Section 1 The Annual Governance Statement  
**RESOLVED** - to approve Section 2 Accounting Statements 2015-16
- 16.17.4 **RESOLVED** - to ratify renewal of the Hampshire Lengthsmen Agreement from 1 May 2015 for one year, signed by the Clerk between meetings.
- 16.17.5 Cameron Cottage – Christina’s Shop is to open the garden to serve teas and coffee outside. A request to use parking space on the Square has been withdrawn and the matter has been closed.

**16.17. Recreation Ground, Cemetery and Allotments:**

- 16.17.1 The Clerk confirmed receipt of weekly play inspection reports from 1 April. The reports highlight need for play bark chippings to cover exposed footings see next item.
- 16.17.2 **RESOLVED** - To approve purchase of play bark @ £446 delivered, plus £50 labour cost. The Clerk will action.
- 16.17.3 The clerk had received an estimate of £100 - £200, contingent on a digger being required to remove concrete footings. Cllr Fletcher would ask the HPFA if the steps and platform could be replaced with railway sleepers embedded into the slope.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Speak to John Coney re sleepers in place of steps	asap	NF

- 16.17.4 Cemetery matters: The Clerk had attended a Cemetery Management & Compliance course at HALC offices. It was agreed that the regulations and practices should be reviewed over the next few months by the CAWG.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Review Cemetery Regulations and practices	June/July	BC/Clerk

**16.18. Roads Transport and Highways**

- 16.18.1 Matters Arising: Cllr Melson’s report ‘Highways - The way ahead following the APM 2016’ had been circulated to councillors. Village wide participation will be required to provide supporting

evidence of concerns to be addressed. A survey of all households' parking facilities and analysis of findings will be forwarded to HCC/WCC councillors to take up with WCC and HCC Highways officers and consultees within other departments where necessary (school transport). Timescale for survey and analysis, June – August (subject to sufficient volunteers stepping forward); to convene HCC/WCC councillors, September - October. HCC/WCC councillors to take case to HCC and WCC Highways, October – November. Full report of outcome to residents before or at the Annual Parish Meeting April 2017.

**16.19 Footpaths and ROW:**

- 16.19.1 Clerk's Report: Repair to one stile is still outstanding, HCC countryside Access have been notified. Waltham Group of Ramblers have replaced a stile with a kissing gate on FP19 (on the southern parish boundary with Soberton)
- 16.19.2 Lengthsmens' scope of works: HCC Countryside Access contributed 25% to the 2016/17 budget requiring tasks apportioned 25% work to footpaths and ROW, and 75% on Highways (except A32). The budget will be reviewed the following year. Copy of the HCC vegetation cutting list has been requested. Tasks listed on the Countryside Access schedule for lengthsmen are impractical within the existing scheme. The Projects Officer has been requested to seek clarification. The next lengthsmens visit scheduled w/c 20<sup>th</sup> June.

**16.20. Parish Matters**

- 16.20.1 Matters arising: a) Logo Consultation: Designs will be displayed at the Parish Council stand at the Droxford Fair on 4<sup>th</sup> June and at the Parish Council Surgery on Saturday 11<sup>th</sup> June. b) Droxford Fair: Councillors will be on hand to answer residents' questions and receive offers from volunteers to help with surveys. There will be a second opportunity to speak to councillors or vote for the logo at the Parish Council Surgery on Saturday 11<sup>th</sup> June. c) Temporary closure of the Square (20 – 21 May): the portaloo had been removed from the Parish Green and car owners leafleted the previous week.
- 16.20.2 The Square: Cllr Melson reported on the request to re-surface the Square raised at the Village Hall Committee AGM. Re-surfacing was not on the Strategic Planning Working Group's list of priorities drawn from the Droxford Parish Plan when planning capital projects therefore the request was noted for consideration when current projects have been achieved.
- 16.20.3 The Square: Cllr Melson reported on the Village Hall Committee's request raised at the AGM to place a charity box outside the Village Hall. The Council noted the Village Hall Committee's request but considered the proposal to be impractical.
- 16.20.4 Grit bin in the Square: Resident's request to remove from current location. The Clerk reported on a previous attempt to relocate the grit bin which had been objected to by highways on grounds of cost. Cllr Horn said he had access to the necessary equipment and offered to arrange relocation of the grit bin.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Re-locate grit bin	Summer	CH
Decide new location of grit bin	ASAP	Council

- 
- 16.20.5 Resident's donation: To consider location of Oaktree sapling. Following advice received at the Cemetery Management & Compliance course, the Clerk said location in the Cemetery was unadvisable. An alternative suggestion to plant opposite the 'Millenium' copper beech tree to create northern 'village gateway' will be looked into.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Enquire ownership of triangle of land north corner of junction of B2150 with A32	ASAP	Clerk

**16.21 Consultations, Meetings & Training.**

HCC Re-cycling Consultation: See Cllr Huxsgtep's comments 16.7.2

**16.22 Correspondence received which is not included elsewhere on the agenda – None**

**16.23 Rolling action plan – Cllr Chandler to review.**

**16.24 Items for the next agenda:** Parish fees – recreation ground grass cutting to offset against DCC fee. Cemetery fees, allotments fees (to start 1 March 2017), Parish Green fees. Parking Survey. Newsletter. Location of grit bin

**16.25 Date of next meeting:** 7.30 pm Thursday 16th June at the Cricket Pavilion, Droxford Recreation Ground.

## APPENDIX A

### DROXFORD PARISH COUNCIL PLANNING REPORT 19 May 2016 (Item 15 on the Parish Council agenda)

#### 1 PLANNING

##### 1.1 NEW APPLICATIONS

###### 1.1.1

Reference SDNP/16/01652/HOUS (Comment due 18 May. Determination date 13 June)  
Proposal Two storey side extension, single storey rear extension and a new bay window.  
Address1 Quantock Cottage Northend Lane Droxford SO32 3QN  
Decision: **NO COMMENT**

---

##### 1.2 PENDING CONSIDERATION FROM PREVIOUS MEETINGS

###### 1.2.1

Reference SDNP/15/03895/FUL  
Proposal Amendment to SDNP/14/00884/FUL to reduce the number of units from 10 to 8 and improve the scheme by enhancing the appearance, layout, scale and mass to complement the surrounding area.  
AddressTownsend, Northend Lane, Droxford, SO32 3QN

###### 1.2.2

Reference SDNP/15/04621/LDP  
Proposal Proposal to brick up the existing front door to the rear of the property with an addition of a window. To re-instate the front door on the wall underneath the single storey tiled canopy.  
Address1 Park Lane, Droxford, SO32 3QR

###### 1.2.3

Reference SDNP/16/00343/DCOND  
Proposal Discharge condition 4 in relation to SDNP/15/05497/HOUS  
AddressWestwoods, Droxford Road, Swanmore, SO32 2PY

###### 1.2.4

Reference SDNP/16/01270/LIS  
Proposal Internal alterations to create new first floor family bathroom and enlarge the existing breakfast area by removing the existing shower room and stairs  
AddressGreta House, South Hill, Droxford, SO32 3PB

###### 1.2.5

Reference SDNP/16/00064/DCOND  
Proposal Discharge of Conditions 15, 19 and 21 relating to SDNP/14/00884/FUL  
AddressTownsend, Northend Lane, Droxford, SO32 3QN PENDING

### **1.3 DECISIONS**

#### 1.3.1

Reference SDNP/16/01214/LIS  
Proposal Replacement of defective window sashes and repair frames where possible.  
Address Willow House, South Hill, Droxford, SO32 3PB  
Decision APPROVED

#### 1.3.2

Reference SDNP/16/01407/TCA  
Proposal 1 No. Cherry - Reduce in height by 1.5M to target pruning points and pruning into shape, remove secondary limbs from primary limb extending towards property.  
Address Swiss Cottage, Mill Lane, Droxford, SO32 3QS  
Reference  
Decision RAISE NO OBJECTION

.....

### **1.4 ENFORCEMENT CASES OPEN**

#### 1.4.1

Reference SDNP/12/00199/BPC  
Breach type BPC  
Address Poppy Down Farm, Mayhill Lane, Droxford SO32 3AH

#### 1.4.2

Reference SDNP/15/00272/GENER  
Breach type GENER  
Address Poppy Down Farm, Mayhill Lane, Droxford SO32 3AH

#### 1.4.3

Reference SDNP/13/00181/UNCM  
Breach type UNCONM  
Address Four Acres, Midlington Road, Droxford SO32 3PD

#### 1.4.4

Reference SDNP/15/00408/COU  
Breach type COU  
Address Swanmore Barn Farm, Park Lane, Swanmore SO32 2QQ

#### 1.4.5

Reference SDNP/15/00185/COU  
Breach type COU  
Address West Spindleberry, Park Lane, Swanmore, SO32 2QQ

#### 1.4.6

Reference SDNP/13/00238/DEVMON  
Breach type DEVMON  
Address Townsend, Northend Lane, Droxford SO32 3QN

<b><u>Financial statement for Meeting date :</u></b>		<b><u>19 May 2016</u></b>	
		<b><i>(re-stated post meeting)</i></b>	
<b>Balances at date :</b>		<b>19 May 2016</b>	
		Current	£2,075.09
		Tailored	£23,392.72
		Cemetery	<u>£1,711.44</u>
			<b><u>£27,179.25</u></b>
		<b>Total all balances</b>	
<b>Items for payment:</b>			
	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>
<b>BACS</b>	Fair Account	Internal Audit	£ 65.00
<b>CHQ</b>	WCC Inv5100373546	Dog bin emptying Jan-March	£ 35.00
<b>BACS</b>	HALC	Cemetery Compliance course	£ 120.00
<b>BACS</b>	R Hoile	Office expenses	£ 94.64*
<b>BACS</b>	EMS Ltd Inv 16328 April	April grounds maintenance	£ 300.00
<b>BACS</b>	R Hoile	Clerk salary - May	£ 422.60
<b>BACS</b>	D R Pilcher - electrician	Pavilion – shower light pull	£ 52.00
		<b>TOTAL</b>	<b>£1,089.24*</b>
<b>Receipts since last meeting date :</b>		<b>21 April 2016</b>	
	<b>Payee</b>	<b>Details</b>	<b>TOTAL RECEIVED</b>
	RGR Memorials Ltd	Cemetery fees	£ 260.00
		<b>TOTAL</b>	<b>£ 260.00</b>

\*Post meeting adjustment (-32p) Statement dated 19/5/16 overstated £94.96

<b>Bank Reconciliation 1/04/2016 - 30/04/17</b>		
<b>BANK :</b>		
<b>Curent Account: Unity Trust Bank A/C</b>		
<b>Balance as per bank statement No 61 at 30/04/16</b>	2,895.28	
<b>Less unresented cheques:</b>	- 397.59	
	- 422.60	
<b>Deposit Account: Unity Trust Bank A/C</b>		
<b>Balance as per bank statement No 57 30/04/16</b>	23,392.72	
<b>Cemetery Account: Unity Trust Bank A/C</b>		
<b>Balance as per bank statement No 7 at 30/04/16</b>	1,711.44	<b><u>£27,179.25</u></b>
<b>CASH BOOK:</b>		
<b>Balance a per Cashbook 30/04/16</b>		
Balance b/f 1/04/16	17,382.88	
	11,350.01	
Add Receipts 1/4/15 - 30/06/16		

Less Payments 1/4/16 - 30/06/16	-	1553.64	<b><u>£27,179.25</u></b>
---------------------------------	---	---------	--------------------------

#### APPENDIX C – ROLLING ACTION PLAN

Minuted item	Action	Due date	Responsibility	Progress
221.15	Review plot rental agreement - MoU		JM	Work in progress
236.25	SDNP Local Green Space – nomination of Parish Green	May	NF	Work in progress
236.15.3	Enforcement Check email trail to David Townsend	21 April	Clerk	Report received ONGOING
240.15	Memorial bench to be sited in Cemetery	Summer	Clerk	Location agreed
244.15.1	Contact ROW officer to consult Definitive Map held by HCC Countryside Access	April	Clerk	ON HOLD pending request to landowner to check deeds.
Added post-April PC meeting				
16.17.3	Speak to John Coney re installing sleepers to replace slide steps	asap	NF	
16.17.4	Review Cemetery Regs & practices	June /July	BC/Clerk	
16.20.4	Decide new location of grit bin Move grit bin	Summer	Council CH	
16.20.5	Enquire ownership of triangle of land north corner of junction of B2150 with A32	asap	Clerk	