

DROXFORD PARISH COUNCIL
Minutes of Droxford Parish Council meeting held at
7.30pm on Thursday 16 January 2020 at Droxford Village Hall, Droxford.

PRESENT: Mark Dennington, Max Ford, Colin Matthissen, Janet Melson, Di Shepherd.
IN ATTENDANCE: Rosemary Hoile – Clerk
MEMBERS OF THE PUBLIC One.

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|-----------|---|-------------------------|
| 19.93 | Apologies for absence.
District Cllr Vicki Weston. | ACTION |
| 19.94 | Declarations of disclosable pecuniary and non-pecuniary interest.
None. | |
| 19.95 | Minutes. | |
| 19.95.1 | RESOLVED:
The minutes of the Parish Council meeting held on 12 December 2019 were approved as a true and accurate record. | Clerk to publish |
| 19.95.2 | The minutes recorded the Council's intention to start meetings at 7pm for a trial period 3 months but were subsequently advised the hall would not be available until 7.15pm on Thursdays. The meetings will continue to start at 7.30pm, | |
| 19.96 | Public Forum: | |
| 19.96.1 | A member of public expressed interest in being co-opted to the Council. The Clerk will forward information when WCC have confirmed that no requests for a poll were received from members of the public. | Clerk |
| 19.96.2 | County or District Councillors were not present. District Cllr Weston had sent a monthly report which included reference to Hampshire residents being asked to register their vehicles for continued automatic free access to Hampshire Household Waste Recycling Centres. The Chair proposed the website should contain a link for Droxford residents to register car registration numbers for automatic number plate recognition at all Hampshire recycling centres. | DS |
| 19.97 | Finance, Grants & Governance | |
| 19.97.1 | Receipts and expenses: The Council RESOLVED to approve
a) Bank reconciliation to 31 December 2019 – Appendix A.
b) Statement of Reserves at 31 January - Appendix A, subject to amendment proposed by Cllr Matthissen.
c) Payment of accounts listed in Appendix A. | Clerk |
| 19.97.2 | Droxford Parish Council Budget 2020/21: The Council unanimously RESOLVED to approve.
a) Cllr Matthissen's final draft of the budget which incorporated estimated costs for works in and adjacent to The Square to be undertaken during 2020/21. The Council will bid to SDNPA for funds to be released from S106 transport contributions for this infrastructure project with the balance to be met from the capital reserve at 31 March b/f and £15,000 set aside for the 2020/21 Precept. | Clerk |
| 19.97.2.2 | a) b) 2020/21 Precept £37,665-00 which represents an increase of £16 per year per Band D household. The significant increase is justified due to the Council's responsibility to fully repair and resurface The Square which can no longer be maintained to an acceptable standard by continued patching up and filling of potholes due to instability of the foundation in some areas. | |
| 19.97.3 | Droxford Parish Council Financial Regulations. RESOLVED
The Council approved all of Cllr Matthissen's recommendations including spending limits for the Clerk, the Clerk and the Chair together, or requiring the full Council's approval. The revised regulations will be published on the website. | Clerk |
| 19.97.4 | Internal Audit. | |
| 19.97.4.1 | An internal audit of the cashbook, bank reconciliations, VAT and Minutes between 1/4/19 – 31/12/19 was carried out on 13 January. The internal auditor did not raise any queries. The year-end audit will include the asset register. NOTED. | |

	Cllr Matthissen undertook to review the Risk Management Policy (Clerk to forward current pdf.)	Clerk/CM
19.97.4.2	The Parish Council agreed to re-appoint Paul Reynolds, subject to being satisfied that Mr Reynolds has an appropriate qualification. CONDITIONAL APPROVAL	Clerk
19.97.5	Asset Register: Cllrs Dennington, Melson and Shepherd carried out a physical check of parish assets on 11 January. The Clerk has received a list of items requiring attention, primarily at the Cemetery, The Recreation Ground and the Square. The fence between the bungalows and Union Lane Car Park is the responsibility of Sovereign Housing. The Clerk will contact Sovereign Housing to request repair within one month.	Clerk
19.98	Planning:	
19.98.1	There were no new planning applications	
19.98.2	Planning Report - Appendix B: NOTED	
19.98.3	Enforcement – an update to list of extant cases has not been received.	Clerk
19.99	Recreation Ground, Cemetery and Allotments:	
19.99.1	Castle Water bill: An unusually high water charge had been investigated without resolution. The Clerk was instructed to cancel the direct debit until a satisfactory response from Castle Water has been received, including a site visit.	
19.99.2	Open Spaces Group meeting with Allotments representatives: <ul style="list-style-type: none"> Cllr Shepherd reported a constructive meeting had taken place. She said a 10 year tenancy might give rise to anxiety and a one-off deposit is considered unnecessary. Cllr Shepherd proposed the clauses be removed from the draft Agreement. APPROVED Cllr Ford will amend the draft Agreement which will be issued with invoices in February. The Council accepted as good practice the representatives' suggestions to meet prospective allotment holders on site, mentor new allotment holders and help clear the plot if necessary. They agreed to contact the Council when plots were not satisfactorily maintained without good reason. Cllr Shepherd will meet with representatives on a quarterly basis. The representatives also suggested that allotment holders would be happy to advise the Council on suitable planting in the Cemetery. The Council welcomed the prospect of expert participation. 	MF Clerk
19.99.3	Re-assignment of Plot 9 Quartile (d) to the tenant of Plot 9 Quartiles (a), (b) and (c). APPROVED	
19.99.4	Matters arising: <ul style="list-style-type: none"> 19.38.2.1. Sealing the well. The Chair sought assurance from Cllr Dennington that the well would be sealed by the end of March 2020. 19.38.2.1 Gate in the boundary between the School and the allotments. Cllr Horn to request G Horn and Sons to write to the School. Badger sets and repair of Cemetery path The Open Spaces Group will undertake comprehensive review of Cemetery management in 2020/21 to consider these and other matters. Rats in the allotments: The WCC Pest Control Officer advised no action is required. 	MD CH Remove from current action list
19.100	Highways Footpaths & Rights of Way (ROW)	
19.100.1	The Council were content with the priority cutting list proposed by the Parish volunteer to whom the Council are duly grateful. Priority routes for cutting are: FPS 11,17,18,16 and 502. (Clerk's note. FP15 was proposed but Countryside Access contractors require either vehicular access or as short a distance possible to the vehicle.)	Clerk
19.100.2	Highways Act 1980 Maintenance of stiles, gates and vegetation: The Council were content to adapt original copy used HCC for use on Parish Council correspondence to landowners, copied to Hampshire Highways. APPROVED	MF/Clerk
19.100.3	Traffic Consultation: The Chair had sent a questionnaire accompanied by a report outlining modest improvements permissible to improve signage and road safety proposed by Hampshire Highways. 40 residents of Northend Lane, Union Lane, Waltham Close and Police Station Lane were consulted. Of 40 letters	

	delivered 25 responses were received in support of these minor improvements.. The Chair will forward evidence of support to Hampshire Highways and request that they implement the changes.	JM
19.100.4.	Matters arising: <ul style="list-style-type: none"> Obscured street light on Union Lane. See earlier Minute ref: 1.983.2. (Clerk's note: SSE tree surgeons removed shortly before the Parish Council meeting.) Overgrown vegetation on pavement along Midlington Road. Despite the Council's endeavours to have resolved though the usual routes there has not been any action. County Cllr Huxstep will be requested to take the matter up with HCC.	JM
19.101	Parish Matters	
19.101.1	Review of Live Action Grid <p>19.75.3 The Garden Club have agreed to erect protective fencing around the oak sapling to be planted behind football posts on the west boundary of the Recreation Ground.</p> <p>19.77.2 Cllr Ford will assist Cllr Shepherd to set up Mail Chimp before the next newsletter.</p>	NFA MF/DS
19.101.2	Review of Parish Plan - Proposed works to the Square and Parish Green: <p>Cllr Dennington said works will require phasing over a 2 year period. A structural engineer will be retained to specify appropriate treatment of the Square following a topographical survey to determine the underlying condition. Outline costs will be ready to submit for SDNP CIL funding by mid-February.</p> <p>It is hoped that architect designs for the Parish Green wall and gates will be presented for consultation with residents at the Annual Parish Assembly.</p>	MD
19.101.3	Matters arising: <p>Telephone kiosk. Delivery of glass and signage is estimated towards the end of January. Cllr Shepherd will inform the installer.</p>	DS
19.102	Consultations, meetings and training.	
19.102.1	Communities Against Noise and Speed (CANS) 10.30 am Saturday 8 Feb at the Meon Hall, M'stoke. <p>Cllrs Shepherd and Ford undertook to attend.</p>	MF/DS
19.102.2	Hampshire Public Library Service Consultation - ends 18 March. <p>Public consultation on HCC website.</p>	
19.102.3	Home Office: Consultation on Strengthening Police powers to tackle unauthorised encampments. <p>Cllr Horn submitted comment.</p>	
19.102.4	WCC 2020/21 Budget Consultation <p>The Chair responded in a private capacity.</p>	
19.102.5	Neighbourhood Watch Meeting 7.30pm Thursday 23rd January. <p>The Chair undertook to attend.</p>	JM
19.102.6	To nominate a resident to be considered for The Mayor's Community Award 2020. (Closes 9/2/20). <p>Members and the public to submit nomination direct to the Mayor's Office WCC.</p>	
19.102.7	Droxford Annual Parish Assembly 23 April 2020.	
19.103	Next agenda: <p>Review of Parish GDPR policies and documents.</p>	MF
19.104	Date of next meeting: <p>7.30 pm Thursday 19 March 2020 at the Village Hall, The Square, Droxford.</p> <p><i>Clerk's note: 27/1/20 An extra meeting was called to be held on Friday 7th February primarily to determine a new planning application before the period for comment closes on 20 February 2020.</i></p>	

The meeting closed at 9.30pm

SignedDate.....

APPENDIX A – FINANCE STATEMENT 16 January 2020

RECEIPTS TO BE NOTED 1 December - 31 December 2019

	£
Square rent	44.00
Bank interest	47.77
Total	91.77

DD/SO and PRO-FORMA PAYMENTS TO BE NOTED 1 – 31 December 2019

SO Clerk salary –DEC	505.70
DD O2 Mobile telephone (50% to be refunded by C & M PC) Dec	23.48
Quarterly bank charge	18.00
Total	547.18

PAYMENTS TO BE AUTHORISED

BACS Estates Maintenance Services Ltd Inv – Dec contract	300.00
BACS R Hoile January expenses:	
Office overheads £23.66 + Oct underpayment £1.06 = £24.72 + WCC Rat Catcher £26.55 + Studio 6 Consultation leaflets £29.13 + Unicorn Restorations BT glazing & signage £249.86	330.26
BACS M Avison – refund Solopress invoices for NW posters	55.65
BACS M Stevens - bus shelter	32.00
BACS WCC Inv 5100606103 dog bin emptying Oct/Nov/Dec 2019	35.00
BACS Fair Account Internal Auditor Inv 19/062	235.00
Total	987.91

BANK RECONCILIATION 31 December 2019

BANK ACCOUNTS				£	£	£
Current Account: Unity Trust Bank A/C No.455						
Balance as per bank statement No 120, 31/12/19					2,939.68	
Deposit A/C: Unity Trust Bank A/C No....069						
Balance as per bank statement No 102 31/12/19.					36,677.52	
Cemetery A/C: Unity Trust Bank A/c No...980						
Balance as per bank statement No 52, 31/12/19					3,519.92	
<u>Less unrepresented cheques</u>						
EV53 EMS South Ltd Inv 1792 - Nov contract.				300.00		
EV58 EMS South Ltd Inv 1865 - DEC contract.				300.00		
EV54 CastleWater Inv00123808 - adjustment - actual readir				213.68		
EV55 Acorn Tree Specialists				470.00		
EV56 R Hoile - Dec expenses				23.66	-1307.34	41,829.78
CASH BOOK:						
Balance b/f 1/04/19				45,705.02		
Add Receipts 1/4/18 - 31/12/19				41,829.63		
Less Payments 1/4/18 - 31/12/19				- 45,704.87		41,829.78
RESERVES:						
CIL Open Space				4,798.27		
Raise 4 the Rec donations for Pavilion refurbishment				3,280.00		
Cemetery				3,512.83		
ICT				2,000.00		
Total - allocated reserves				13,591.10		
Part 1 & 2 received of Precept 2019/20			32,392.00			
Less parish overheads to 31 Dec (estimated av spe		24,294.00		8,098.00		
Total - unallocated reserve				20,140.68		41,829.78

APPENDIX B – PLANNING REPORT

1. PLANNING APPLICATIONS DETERMINED

Ref: SDNP/18/06578/FUL

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

Proposal: Replacement dwelling.

DECISION: APPROVED

Ref: SDNP/19/04526/TEL

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

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

DECISION: RAISE NO OBJECTION

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

DECISION: APPROVED

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

DECISION: APPROVED

2. DECISION PENDING

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/19/04490/TCA

Location: Napier House Swanmore Road Droxford SO32 3PT

Proposal: Beech (T1) Selective tip reduction of circa 40 overlong branches standing outside the main canopy edge by up to 3m to natural target pruning points with a maximum wound diameter of 75mm - In accordance with Tree Survey Report Ref: J1193 dated Aug 2019

3. APPLICATION IN PROGRESS

Ref: SDNP/19/05951/PRE

Proposal: Residential development of site allocation reference SD65 to provide 37 new homes together with additional on-street car parking, the partial demolition of Park Cottage and junction improvements.

Location: Land at Park Lane Droxford Southampton Hampshire SO32 3RF

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/19/02489/FUL

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

Proposal: New detached dwelling with garage.

Ref: SDNP/20/00092/DCOND (relating to SDNP /19/04321/FUL)

Location: Old Manor Farm, High Street, Droxford.

Proposal: Discharge of conditions 3 (Joinery Details) and 4 (Details of materials and surrounds) of approved listed building consent SDNP/19/04321/LIS

Ref: SDNP/19/04951/PRE

Location: The Cottage Alpha House Midlington Road Droxford Southampton Hampshire SO32 3PD

Proposal: Conversion of Alpha House from care home (C2) to single residential dwelling, conversion of Fairfield Cottage to 2 x semi detached properties, demolition of outbuildings and erection of 5 x new build dwellings within grounds, construction of 4 x new build dwellings on paddock land to the north (all Class C3)

4. ENFORCEMENT - 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.

5. TO BE RAISED WITH ENFORCEMENT

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

The Application for Discharge of Conditions (24/9/19) has only partially been discharged except for the following condition, but it appears that the flats are occupied despite the condition not being met.

'Prior to any work commencing on site, details of a scheme for protecting the proposed dwelling from external noise shall be submitted, and approved in writing by the Local Planning Authority. Such a scheme shall ensure that, upon completion of the development, the noise levels stated in paragraph 5.1 of the 24 Acoustics noise impact assessment report ref R7194-1 Rev1 (that formed part of the application) shall be achieved.'

APPENDIX C - Action List

	ACTION	WHEN	WHO	PROGRESS
18.145.4	Swanmore Road jct Midlington Rd A32. Chase HCC complaint ref 21413219 (continued destruction of kerb and signage next to an opposite the Round House.) COMPLAINT CLOSED ON HCC PORTAL 3/9/19 WITHOUT RESOLUTION OR REFERENCE TO PC. Well to be capped off School request for gate in fence between school grounds and allotments	April March Oct	Clerk CH/ MD Clerk	ONGOING Area highway engineer forwarded matter to Traffic Management Safety team and Highways management for decision. IN HAND ONGOING School to supply methodology statement and undertake cost of installation.
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	IN HAND
19.62.3	Ref: 19/00105/BCOND & 18/00346/BLEG Hill Farm Orchards, Droxford Road Swanmore.		MD/ Clerk	No update - Issue stuck with WCC legal dept.
19.63.1	Pavilion refurbishment Phase 2	March	MD	IN HAND
19.65.1	Residents' complaints re HGVs night – time access Axtons Farm.		JM/ Clerk	ONGOING
19.76.1	Drainage defect, South Hill WCC Enquiry 21459215 COMPLAINT CLOSED ON HCC PORTAL 2/1/20	Nov	Clerk	RE-OPENED. Work pending. MONITOR
19.76.3	Encroaching vegetation Midlington Road		JM	ONGOING HCC/ R Huxstep
19.77.1	Proposed CIL project - Develop open space scheme.	Feb	MD	ONGOING. Topographic survey 28/1/20
19.77.2	Set up Mail Chimp		DS	Next newsletter
19.78.3	Home Office: Consultation on Strengthening Police powers to tackle unauthorised encampments	Feb	CH	Closing date 19 Feb
19.87.1	SDNP/19/05951/PRE (Land at Park Lane) letter to Highways	Jan 2020	JM	
19.87.3	Potential enforcement - Contact WCC Enforcement	Jan 2020	Clerk	Monitor
19.88.2	The Cemetery; Badger mitigation		JM/DS/ MF/MD Clerk	To be included in review of management & maintenance Summer 2020.
19.97.5	Union Lane Car Park – Damaged fencing. Contact Sovereign housing.	Jan	Clerk	
19.99.2	Amend Allotment agreement	Jan	MF	
19.100.2	Standard letter to landowners re encroaching vegetation	Spring	MF/ Clerk	
19.101.3	BT telephone kiosk - installation of glass panes	Feb	DS	IN HAND