

Minutes of Droxford Parish Council Meeting
7.30 pm Thursday 18 October 2018, Droxford Village Hall.

PRESENT: Barbara Chandler, Mark Dennington, Chris Horn, Colin Matthissen, Janet Melson, Ann Newman.

IN ATTENDANCE: County Councillor Roger Huxstep
District Councillor Vicki Weston
Councillors departed after item 18.80.3
Rosemary Hoile – Clerk

PUBLIC Nick Keitley, Chairman – Droxford Cricket Club
Stephen Willoughby, Hon Treasurer - Droxford Cricket Club
Members of the public departed after item 18.80.3

18.64 Election of the Chair of the Council and receipt of the Chair's Declaration of Acceptance of Office.

Janet Melson was proposed by Cllr Dennington and seconded by Chris Horn. The Council **RESOLVED** unanimously to elect Janet Melson as Chair of the Council for the forthcoming year. The Declaration of Office to be signed after the meeting.

18.65 Election of Vice Chair and receipt of the Vice Chair's Declaration of Acceptance of Office.

Barbara Chandler was proposed by Cllr Newman and seconded by Mark Dennington. The Council **RESOLVED** unanimously to elect Barbara Chandler as Vice Chair of the Council for the forthcoming year. The Declaration of Office to be signed after the meeting.

18.66 Apologies for absence. None

18.67 Disclosable pecuniary and non-pecuniary interest.

There were no declarations of disclosable pecuniary and non-pecuniary interest.

18.68 Minutes.

The Council **APPROVED** the minutes of the Parish Council meeting held on 20 September 2018 as a true and accurate record.

18.69 Public Forum

18.69.1 Nick Keitley and Stephen Willoughby were present on account of agenda item 7:

Pavilion refurbishment: schedule of works.

Nick Keitley (Chairman of Droxford Cricket Club) wished to understand the Parish Council's plans for the Pavilion and to explain the Cricket Club's position. He was concerned by the impression given in the 20 September minutes that *'Droxford Cricket Club will be the major beneficiary of the Pavilion refurbishment in the short to medium term; the eventual extent of benefit to the community is unknown'* emphasizing that the Club is not driving refurbishment but repairs would be welcome. He said that the Club does not wish to stand in the way of change as long as the members can continue to play Sunday matches. The practical issue is storage. Equipment required for grounds maintenance and cricket equipment could be compromised by wider use of the Pavilion. The Chair stressed that work on the Pavilion is at an impasse until a decision can be reached on future storage. Stephen Willoughby (Hon. Treasurer) said the cricket club have no money due to this year's outlay of £3000 on the cricket square and outfield because of insufficient rainfall and lack of rolling. The whole area requires scarifying before removing the thatch which has built up over the years. Some home matches were played away because of the state of the ground. The Club suggested a secure solution would be a metal shed approximately the size of a double garage. The Chair said the Council were now more aware of the Club's constraints and a meeting should be convened at the Pavilion to determine precisely the storage needs. Cllr Dennington and Cllr Horn agreed to meet the Chairman and the Treasurer on Saturday 27 October at the Pavilion.

In addition, the Council undertook to make good the ground following the bonfire on 10 November. All communication should be directed through Nick Keitley. Stephen Willoughby said the Cricket Club would be happy to contribute a keg of beer and run the bar.

Police Station Lane – road rage

18.69.2 Stephen Willoughby had also written to the Council concerning incidents of road rage experienced by residents of Police Station Lane tabled under agenda item 13.1. He suggested a solution may lie in provision of a white line on one side of the road to delineate space for parents and children to walk. Cllr Huxstep asked if the school have a travel plan. The Chair said she would raise the matter with the head teacher.

District and County Councillors' reports.

18.69.3 Councillor Huxstep and Councillor Weston had circulated reports. Councillor Huxstep drew the Council's attention to HCC school travelling planning service. He asked to be kept informed about incidents on Police Station Lane.

18.70 Finance, Grants & Governance

18.70.1 **NOTED:** Receipts and expenses transacted between meetings - Appendix A.

APPROVED: Bank reconciliation to 30 September 2018.

18.70.2 **APPROVED:**

a) Payment of accounts listed in Appendix A.

b) Disbursement of £25 donation allocated to the Royal British Legion in the 2018/19 Budget.

18.70.3 Budget 2019/20

a) **NOTED:** 2018/19 Budget v expenditure to 30 September.

b) **AGREED:** Meeting at 6pm Monday 19 November.

ACTION	WHEN	WHO
Draw up draft budget 2019/20	16 November	JM/CM/Clerk

18.70.4 **APPROVED:** Increase in Clerk's salary in line with NALC pay scale LC1, Spinal Column Point (SCP) 23.

18.70.5 **APPROVED:** Quotation received to carry out annual maintenance (arboricultural) in the Cemetery.

ACTION	WHEN	WHO
Raise purchase order and liaise with contractor	w/c 22 Oct	Clerk

18.70.6 **RESOLVED:** to approve to adopt amendments to or updating the under mentioned policies:

a) Freedom of Information Policy b) Health & Safety Policy

AGREED: to defer consideration of

c) General Data Protection Regulations

d) Droxford PC/ Droxford Cricket Club - Memorandum of Understanding

18.70.7 Pavilion refurbishment:

APPROVED: Schedule of works previously circulated

ACTION	WHEN	WHO
Issue tender documents to 3 contractors.	w/c 22 Oct	Clerk

Cllrs Dennington and Horn agreed to report the outcome of the meeting with Droxford Cricket Club to discuss storage to the Council.

ACTION	WHEN	WHO
Meet the Chairman and Hon Treasurer of DCC at the Pavilion	27 October	MD, CH.

18.70.8 Annual Governance and Accountability Return (AGAR) for year ended 31 March 2018.

a) **NOTED:** Notice of Conclusion of Audit received from external auditors PKF Littlejohn, published on the parish noticeboard and community website www.droxfordweb.co.uk.

b) **APPROVED:** External Auditor final report and certificate. The Council received an unqualified audit opinion. The report has been published on the parish noticeboard and community website www.droxfordweb.co.uk.

18.71 Planning:

18.71.1 Ref: SDNP/18/05149/HOUS (Request for Consultation)

Location: West Spindleberry Park Lane Swanmore SO32 2QQ

Proposal: Proposed new stable block.

The position of the new block is not clear. The Council requires clarification.

ACTION	WHEN	WHO
Contact case officer	Asap Oct	CH

18.71.2 Ref: SDNP/18/04956/PRE

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

Proposal: Change of use from dwelling to hotel.

ACTION	WHEN	WHO
Contact case officer	Asap Oct	CH

18.71.3 The Planning Report in Appendix B was **NOTED**. The Council is still waiting for updates from enforcement. Cllr Dennington undertook to monitor applications in progress

ACTION	WHEN	WHO
Send Cllr Dennington website links to applications under consideration.	Asap Oct	Clerk

18.71.4 Matters arising:

a) Hill Farm (Axtons) Section 106 planning condition attached to SDNP/07/00138/FUL. Clerk to follow up on action in September minutes.

b) WCC Planning Service Report.

Cllr Dennington attended the meeting chaired by a senior WCC Planning Officer at Bishops Waltham. Cllr Dennington is unconvinced of any effective improvement to the enforcement service in the foreseeable future.

18.72 Recreation Ground, Cemetery and Allotments:

18.72.1 Recreation Ground matters arising:

a) Cricket sports equipment and grass cutting machinery storage facility was considered in the public forum. Minute ref 18.79.1 refers.

b) The Council noted satisfactory work in progress in the play area. The second picnic bench has been installed.

c) The Council **NOTED** the Tree Warden's report on the condition of the Chestnut tree. The tree suffers from Leaf Miner but is otherwise healthy. A summary of his report is attached in Appendix C.

18.72.2 Cemetery: The Clerk reported a large felled tree lying just within the north boundary but had not been able to identify where it came from. Cllr Chandler will look into the matter.

ACTION	WHEN	WHO
Contact Greg Robson	Asap Oct	BC

18.72.3 Allotments: Nothing to update.

18.73 Highways, Footpaths and Rights Of Way (ROW):

Matters arising:

a) FP12 timber kissing gate. The Council considered a timber kissing gate product information sheet. The cost was thought to be reasonable. There was no objection to purchase by the Parish Council.

ACTION	WHEN	WHO
Ask Waltham Ramblers what they would charge to install	Asap Oct/Nov	Clerk

b) Bespoke Village Map Board. Progress updates on hold.

c) Road surface drainage on South Hill, Police Station Lane, Park Lane, High Street, Garrison Hill. The Clerk reported that all the highway gullies requested on the list submitted earlier in the month had been jetted. Highways are to look into clearing the collapsed culvert next to Crossways at the top of South Hill.

18.74 Parish matters

18.74.1 Droxford Fireworks & Bonfire Night:

Cllr Newman had a task list of completed arrangements. A tarpaulin, gazebo(s) a first aider and more volunteers are required. The next meeting is on 3 November. Cllr Horn considered the application for 200 persons understated the actual number who attended last year. The Council asked the Clerk to apply for a Temporary Events Notice for 499 persons.

ACTION	WHEN	WHO
1. Re-apply for a TENS from WCC.	19/10/18	Clerk
2. Find first aider.	Asap Oct	Clerk / AN
3. Tarpaulin and gazebos.	Asap Oct	AN

18.74.2 **RESOLVED:** The format for signage for dogs to be kept on a lead in the church yard and on the Parish Green.

ACTION	WHEN	WHO
Request approval from the Parochial Church Council.	Asap Oct	Clerk

18.74.3 Remembrance Sunday 11 November:

Cllr Horn volunteered to lay the wreath at the service in Droxford on behalf of the Parish Council. The Chair said that other wreaths would be laid and it was hoped that there would be participation by children to mark the Centenary of Armistice Day.

ACTION	WHEN	WHO
The Chair will contact the School to offer spare wreath.	Asap Oct	JM

18.74.4 Matters arising: Emergency Plan.

The Chair said that if an Emergency Plan were to be written with the Parish Council taking the lead in activating the Plan, it must have the agreement of all Councillors as in the event of an incident, any Councillor may need to take lead responsibility. All Councillors agreed that they would be willing to do so.

ACTION	WHEN	WHO
Draft Emergency Plan	2018	JM

18.75 Meetings and training

- 18.75.1 Scottish and Southern Electricity Networks workshop:
The Chair attended the meeting to see if there were plans to overcome outages where they occur in rural parishes. SSEN have incorporated a Community Resilience Fund to prioritise areas identified as having especially low grid resilience and reliability to meet demand. While there might be no immediate improvement, customers are advised to telephone 105 for information concerning a current outage. Details have been placed on the website.
- 18.75.2 Winchester Passenger Transport Forum 2pm -4pm Thurs 22 Nov. Wellington Room, EII Court South, Winchester. The Vice Chair undertook to attend (Post meeting note: subject to work commitment not arising).

18.76 Correspondence requiring the Council's response

Emails concerning incidents of road rage on Police Station Lane were extensively discussed in the public forum.

ACTION	WHEN	WHO
1. Forward SW's photographs to the Chair and Cllr Huxstep.	November	Clerk
2. Contact HCC school travel planning service.	November	JM
3. Convene meeting with Droxford Junior School head teacher.	November	JM

18.77 Items for the next agenda. Deferred October agenda items.

18.78 Date of next meeting:
7.30 pm Thursday 15 November 2018 at Droxford Village Hall.
~~Cllr Matthissen gave notice of apologies for absence. *~~

** Correction of the Minutes approved at the PC meeting on 15 November 2019. Struck out - Minute ref: 18.81.1 refers.*

The meeting closed at 9.20 pm.

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

APPENDIX A – FINANCE STATEMENT 18 October 2018 (to be updated w/c 15 Oct)

RECEIPTS TO NE NOTED

	£
WCC – Precept	14,995.00
WCC - Council Tax support grant	<u>231.00</u>
Total	15,226.00

DD/SO and PRO-FORMA PAYMENTS TO BE NOTED

DD	Castle Water	14.86
DD	O2 Sept	26.82
SO	Clerk salary	479.01
-208	Sam Crutchfield /t/a Outdoor Classrooms (pro-forma)	1,710.00
BACS	Came & Company	<u>996.63</u>
Total		3,227.32

PAYMENTS TO BE AUTHORISED

BACS	Home-Start Hampshire	250.00
BACS	Central South Ambulance Service	250.00
BACS	PKF Littlejohn LLP	240.00
BACS	EMS South Inv 982 Sept contract	300.00
BACS	J T Carpentry Inv 382 - install bench	78.00
BACS	J T Carpentry Inv 384 repair fencing	474.00
---209	HCC Inv 3611039059 Street lighting 1/4 - 30/9	387.43
BACS	M. Stevens bus shelter clean, Jul/Aug/Sept	32.00
BACS	R Hoile - Oct office expenses	57.99
---210	Royal British Legion	25.00
BACS	WCC inv 5100530 Dog bins Jul- Sept	35.00
BACS	Droxford Village Hall hire Apri –Sept	58.50
BACS	Acorn Tree Specialists, tree felling at the Rec	<u>470.00</u>
Total		2,407.92

Bank reconciliation 1 - 30 September 2018

BANK ACCOUNTS		£	£	£
Current Account: Unity Trust Bank A/C No.455				
Balance as per bank statement No 98 as at 30/09/18		2,038.68		
Deposit A/C: Unity Trust Bank A/C No....069				
Balance as per bank statement No 87 as at 30/09/18		48,098.12		
Cemetery A/C: Unity Trust Bank A/c No..980				
Balance as per bank statement No 37 as at 30/09/18		3,502.34	53,639.14	
Less unrepresented payments				
	CB ref			
	BACS Homestart grant 2018/19	- 250.00		
	BACS Community First Responders grant 2018/19	- 250.00		
	BACS PKF Littlejohn LLP	- 240.00		
	BACS Came & Company	- 996.63		
	BACS EMS Sept	<u>- 300.00</u>		
			<u>- 2,036.63</u>	
				51,602.51
CASH BOOK:				
Balance as per Cashbook 30/06/18				
Balance b/f 1/04/18		27,858.09		
Add Receipts 1/4/18 - 30/6/18		36,859.39		
Less Payments 1/4/18 - 30/6/18		<u>-13,114.97</u>		
				51,602.51
RESERVES				
Fixed and allocated reserves				
Capital reserve £4846 b/f 1April + 100% of £15K set aside for capital projects 2018/19			19,846.00	
Cemetery reserve			3,500.00	
ICT Reserve			2,000.00	
Country Fair contribution to play equipment		2,250.00		
PC match funding		2,250.00		
Raise the Rec funds		<u>802.00</u>		
Play equipment total			5,302.00	
Raise the Rec funds - Pavilion refurb			<u>3,280.00</u>	
			33,928.00	
Unallocated reserve			8,423.42	
Running costs (50% 2018/19 precept £18502.09 / 2)			9,251.09	51,602.51

APPENDIX B – PLANNING REPORT

1. APPLICATIONS DETERMINED

Ref: SDNP/18/03419/HOUS

Location: Hill Crest Swanmore Road Droxford Southampton Hampshire SO32 3PT

Proposal: Erection of single storey garage

Decision: **APPROVED** subject to condition ref: SDNP/18/05163/DCOND

Ref: SDNP/18/02892/PRE

Location: Hill Crest Swanmore Road Droxford SO32 3PT

Proposal: Extend existing house with two storey extension.

Decision: **PRE-APPLICATION ADVICE** provided.

Ref: SDNP/17/05222/DCOND

Proposal: Discharge of conditions 6 and 7 of planning permission SDNP/17/00903/FUL

Location: St Mary and All Saints Church Droxford, The Square, Droxford.

Decision: **APPLICATION RETURNED**

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/18/04673/TCA

Location: Nettlebed House, Mill Lane, Droxford, SO32 3QS

Proposal: felling of crab apple tree.

3. APPLICATIONS IN PROGRESS

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

Ref: SDNP/18/05163/DCOND

Location: Hill Crest Swanmore Road Droxford Southampton Hampshire SO32 3PT

Proposal: Erection of single storey garage

Ref: SDNP/18/03908/HOUS

Location: 2 Whitelands Midlington Road Droxford Southampton Hampshire SO32 3PD

Proposal: Proposed front dormers.

Ref: SDNP/18/03288/LDE

Location: Lisheen Oxford Lane Droxford Hampshire SO32 2FL

Proposal: Dwelling with associated access, parking and gardens.

Ref: SDNP/18/03217/FUL

Location: Four Acres Midlington Road Droxford Southampton SO32 3PD

Proposal: Change of use of land to a mixed residential and caravan site for single family occupation, which includes the siting of 5 mobile home units (Retrospective)

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/18/03983/DCOND

Location: Waterside, Midlington Road, Droxford SO32 3PD

Proposal: Discharge of conditions 2 and 6 of planning permission SDNP/18/01262/HOUS

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

4 ENFORCEMENT (extant since 24/4/18 – update requested from enforcement 10 October)

Ref: SDNP/17/00823/COU Swanmore Motor Cross Centre, Hacketts Lane Droxford

Alleged unauthorised use of motorcross site in excess of 14 days

Ref: SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD

Alleged unauthorised use of mobile homes for residential purposes.

Ref: SDNP/16/00367/COU Land at Droxford Lane Hampshire SO32

Alleged residential mobile homes x 2

Ref: SDNP/17/00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, Swanmore SO32 2QW

Alleged residential mobile homes.

Ref: SDNP/18/00145/BRECON Spindleberry, Park Lane, Swanmore Hampshire

Alleged that stables are in use although Planning Permission 12/00691/SFUL Condition 4* has not been discharged.

***Condition 4 Details of the facilities for the storage of horse manure and its means of disposal from the site shall be submitted to and approved in writing by the Local Planning Authority before the use of the stables is commenced. The facilities shall be provided and thereafter maintained in accordance with the approved details.**

APPENDIX C

Tree Warden's Report - extract
7 October 2018

Chestnut tree on the east boundary of the Recreation Ground

The chestnut tree is in good health. Growing strongly with healthy buds for next Spring.

Tell (the Vice Chair) it is the victim of a leaf miner which causes early leaf death and fall.

In late Spring and early Summer a species of moth lays its eggs in the developing leaf. The ensuing caterpillar eats its way (mines) through the tissue of the leaf leaving white trails. In time these turn brown and the leaf withers and falls early and with it the larvae of next year's moths. These fly up to the leaves in the following spring and lay their eggs. This disease has been known for several years and, to date, has not led to the death of any trees that I am aware of. The tree is able to form new, healthy buds early in the growing season, when in reasonable leaf, and so it is able to leaf normally the following Spring. The tree on the Rec has healthy "sticky" buds for next year. All the chestnut trees in our area suffer in a similar way.

Ask (the Vice Chair) to look at the chestnut at the corner of School Lane and Union Lane, it is in a similar condition to the one on the Rec. There are no signs of the disease bleeding canker which may affect chestnuts. This leads to brown stains running down the trunk, there are no signs of this. I could find no signs of the "rot" to which (the Vice Chair) refers.

If (the Vice Chair) is referring to the chestnut tree that was in Chestnut Rise (my road), it did have a bad dose of bleeding canker and that is why it was felled.

Alan ([Hibbert](#))