

## DROXFORD PARISH COUNCIL

### Minutes of the Meeting of Droxford Parish Council held at 7.30pm on Thursday 16 March 2017 at the Village Hall, the Square, Droxford

**PRESENT:** Barbara Chandler - Chair, Mark Dennington, Chris Horn, Janet Melson – Vice Chair, Colin Matthissen  
**IN ATTENDANCE:** Rosemary Hoile – Clerk, District Cllrs Linda Gemmell, Frank Pearson, Vicki Weston.  
**PUBLIC** Mrs Ann Newman

16.155 Apologies for absence were received from County Councillor Roger Huxstep. His report will be circulated,

16.156 **Disclosable interests.** None declared.

16.157 The Minutes of the Parish Council Meeting held on 16 February 2017 were **APPROVED**

16.158 **Meeting adjourned for public participation.**

District councillor's reports: Cllr Weston had circulated her report prior to the meeting.

**Meeting resumed.**

16.159 **Finance, Grants & Governance**

16.159.1 Accounts for payments listed in Appendix A - **APPROVED**

16.159.2 Receipts and expenses were **NOTED**; the bank reconciliation at 28 February 2017 was **APPROVED**.

16.159.3 A corporate debit card for use by the Clerk for purchases up to £250 was **APPROVED**.

16.159.4 Renewal of salary payment by Standing Order from 1 April for £479.01 per calendar month, in accordance with NALC Scale LC1, SCP 23 £11.054 per hour salary increase agreed from 1 April 2017. **APPROVED**

16.159.5 It was **RESOLVED** to raise the Clerk's level of discretionary spend to £250 in the Droxford Parish Council Financial Regulations to cover emergency expenditure.

16.159.6 It was **RESOLVED** to adopt the Droxford Parish Council Equality and Diversity Policy.

16.159.7 It was **RESOLVED** to purchase 1No.table-tennis table (outdoors) from grants received from WCC small grants £400 and Tesco 'Bags of Help' £1000, for the purpose. It was agreed that associated installation costs could be kept to a minimum and met from reserves.

ACTION	WHEN	BY WHO
To obtain 2 further quotes	March	BC

16.159.8 To consider co-option of Parish Councillor

It was unanimously **RESOLVED** to co-opt Mrs Ann Newman onto the Parish Council.

ACTION	WHEN	BY WHO
To forward Acceptance of Office form to Mrs Newman	Asap March	Clerk

16.160 **Planning:**

16.160.1 New planning applications:

**Ref:** SDNP/17/00903/FUL **and Ref:** SDNP/17/00904/LIS **Location:** St Mary and All Saints Church Droxford

**Proposal:** Proposed side extension to North elevation with direct link to North Aisle. Remove below ground boiler enclosure and take down flint faced external chimney.

The Council made **NO COMMENT**

16.160.2 Planning decisions determined by SDNP listed in Appendix B. **NOTED**

16.160.3 Planning Appeals:

**Ref:** SDNP/16/02811/DCOND. **Address:** Townsend Northend Lane Droxford SO32 3QN

**Proposal** Discharge of Conditions 4, 5, 6, 7, 16 and 17 on planning consent SDNP/15/03895/FUL

Kebbell have applied to appeal conditions, details are not available on the website. Cllr Dennington will contact the case officer.

16.160.4 Planning enforcement listed in Appendix B. No update.

16.160.5 Pre-planning applications: None

16.160.6 Japanese knotweed along School Lane and environs. The Council will seek assurance that contractors working on site comply with Environment Agency procedures when dealing with knotweed.

**RESOLVED** - to write to the Environment Agency and SDNP.

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHO</b>
Letter to the EA and Tim Slaney, Director of Planning SDNP.	March	JM
Notify householders of appropriate management methods to identify and take action if necessary.	March newsletter	BC

16.160.7 **RESOLVED** -to propose the White Horse Inn, South Hill, Droxford SO32 3PB an Asset of Community Value. Residents should be encouraged to object to the planning application through the SDNP planning portal.

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHO</b>
Complete nomination form and submit to WCC	March	Clerk

16.160.8 Revised policies of Pre-submission SDNP Local Plan in respect to Policy SD65. **NOTED**

### 16.161 Recreation Ground, Cemetery and Allotments:

#### 16.161.1 Play area:

Annual inspection - John Coney (Hampshire Association of Playing Fields) has advised that HAPFA will not fund the annual inspection qualification exam. The Clerk to look into the cost to fund to share with other parishes.

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHO</b>
Contact John Coney	March	Clerk

#### 16.161.2 Droxford Recreation Ground Project:

- a) The Chair and Cllr Dennington consulted members of Droxford Cricket Club (DCC) on 4th March. It was agreed to reduce the size of the multi games area (MUGA) due to proximity to the cricket out-field. DCC representatives had requested closure of the MUGA during cricket matches.
- b) MUGA. The Council considered quotes received for 1) Specialist supplier's package installation for a MUGA with an artificial sport surface, sports wall/net and pitch marking. 2) Specialist supplier MUGA with a sports wall/net and pitch marking. Porous tarmacadam surface to be supplied by a groundworks contractor.
- c) Costs had been received for additional play equipment for the children's play area, which will be on display on Saturday 25 March at the Sports Pavilion.
- d) It was agreed to deliver a phased programme of works at the recreation ground; phase 1 being the MUGA and car park.
- e) Cllr Melson to investigate sources of available grants and begin the application process.
- f) Table tennis table. Grant funding of £1,400 has been secured towards sourcing a suitable outdoor table tennis table. Further quotes to be obtained.

The Council **RESOLVED** to agree that

1. Option b) 2 was the least expensive option and offered flexibility to deliver overspill car parking when required. In addition improvement to the existing car park would be achieved by re-configuring the entrance to create 2 more car parking spaces at an estimated net cost of £15,500 for the MUGA base and works to the car park. Anticipated net cost in total £30,000, made up from grants, precept and loan.
2. To implement a 5 year plan to replace play equipment to allow time for Raise for the Rec to raise funds towards the cost. Quotes to be sought separately.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Look into grants available	Asap	JM
Finalise quotes for MUGA and base	Asap	BC/MD
Obtain table tennis quotes	Asap	BC

#### 16.161.3 Cemetery:

EMS quotation for £75.00 to spray weed killer along southern boundary. **APPROVED**

16.161.4 **Allotments:** No update

**16.162 Roads Transport and Highways**

16.162.1 Damaged wall outside the Small House, High Street: No further update has been received from planning enforcement since the matter was referred to them by the Historic Environment Conservation Officer.

16.162.2 Parking in Droxford: Cllr Melson will present a summary of Richard Adams analysis at the Annual Parish Meeting.

**16.163 Footpaths and ROW:** The Clerk attended the HCC Countryside Access workshop on 14 March aimed at parish councils in the use of CAMS (Countryside Access Management System)

a) to identify areas to instruct lengthsman to maintain. b) to recruit and train volunteers to report issues.

**16.164 Parish Matters**

Superfast Broadband in the Meon Valley:

Concern has been expressed at the reduced service impacting the most vulnerable residents due to poor connectivity. Meon Valley participants of the meeting held in November have concluded the roll-out has slipped until 2018. Cllr Melson updated the Council following a conference call between parish representatives of Droxford, Corhampton, Meonstoke and Exton on the evening of Wed 15 March to discuss TEK185's alternative plan to provide superfast broadband in the Meon Valley. TEK185 proposal includes free line installation to Droxford Surgery. A relay point on the tower of St Mary's & All Saints Church is essential to supply villages along the valley.

*Droxford Parish Council Standing Order 4 was suspended in accordance with Standing Order 5 xxiii in order to agree to the following motion moved by Cllr Melson without notice.*

The Council **RESOLVED** to:

- a) Request to the Diocesan Advisory Committee (DAC) to reach a decision on the installation of a relay point on the Church tower.
- b) Engage with Droxford Surgery to ascertain the way forward.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Letter to Rev's Tony Forrest, Chair of the Parochial Church Council (PCC)	asap	JM
Contact the Practice Manager, Wickham Surgery	asap	JM

**16.165 Consultations, Meetings & Training.**

16.165.1 Recreation Ground Play project presentation 10.00 - 12.00 Sat 25 March at the Sports Pavilion. **ACTION - BC**

16.165.2 Agenda items for Droxford Annual Parish Meeting Thursday 20 April.

It was proposed to start the meeting at 7.30pm.

The Chair had received a request to include a solar powered radar speed sign for the Village Green on the agenda. **ACTION - Clerk**

16.165.3 To note MVCBA Annual Public Meeting (old AGM) Tuesday 11th July 2017 – 7.30 /8pm at Warnford V. Hall. **NOTED**

**16.166 Correspondence requiring the Council's response - NONE**

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

**16.168 Items for the next agenda:** Amendment to Financial Regulations pursuant to minute ref: 159.3 and 159.5

**16.169 Date of next meeting:** 6.30 pm Thursday 20 April at Droxford Village Hall followed by the Annual Parish Meeting at 7.30pm

The meeting closed at 9.30 pm

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

## APPENDIX A – FINANCE STATEMENT

### INCOME RECEIVED (17 Feb - 16 March)

	£
Groundwork UK (Tesco 'Bags of Help') grant	1000.00
Sams Mobile Catering Dec/Jan	88.00
Sams Nobile Catering balance owed from Oct/Nov	38.00
Corhampton & Meonstoke PC(shared parish expenses)	132.70
Droxford Fair Committee – grant	500.00
South Coast Memorials	<u>150.00</u>
	<b><u>1908.70</u></b>

### PAYMENTS TO BE AUTHORISED

	£
EV74 BACS EMS inv 205 - Feb maintenance	300.00
EV73 300173 WCC Inv's 5100419824/5100426011	70.00
EV75 BACS M Stevens - bus shelter Jan/Feb/March	32.00
EV76 BACS R. Hoile - office expenses - March	84.49
SO R Hoile - March salary	<u>474.24</u>
	<b><u>960.73</u></b>

<b>Curent Account: Unity Trust Bank A/C No. ....455</b>					
<b>Balance as per bank statement No 74 as at 28/02/17</b>				<b>2,233.51</b>	
Less unrepresented cheques/BACS payments:					
EV66	BACS	EMS inv 171 - Jan maintenance		300.00	
EV67	BACS	G.Kattenhorn Road Surfacing Ltd.		168.00	
EV68	BACS	HALC inv 1147		18.00	
EV69	300171	Matthew Hillman Builders Ltd		120.00	
EV70	BACS	R. Hoile - office expenses - Feb		120.90	
EV71	BACS	M Stevens - bus shelter Oct/Nov/Dec		32.00	
EV72	300172	Citizens ADvice Winchester District		100.00	- 858.90
<b>Deposit Account: Unity Trust Bank A/C No. ....069</b>					
<b>Balance as per bank statement No 67 as at 28/02/17</b>				<b>24,740.26</b>	
<b>Cemetery Account: Unity Trust Bank A/C .....980</b>					
<b>Balance as per bank statement No 17 at 28/02/17</b>				<b>1,712.39</b>	<b><u>27,827.26</u></b>
<b>CASH BOOK:</b>					
<b>Balance a per Cashbook 30/01/17</b>					
Balance b/f 1/04/16				17,382.88	
Add Receipts 1/4/15 - 30/01/17				26,916.25	
Less Payments 1/4/16 - 28/02/17				- 16,471.87	<b><u>27,827.26</u></b>

## APPENDIX B - Planning Report

### 7. PLANNING

#### 7.1.1 NEW APPLICATIONS see agenda

#### 7.1.2 APPLICATIONS IN PROGRESS

Reference SDNP/16/00751/DCOND  
Proposal Discharge of Conditions 3,11,12 and 18 on planning consent SDNP/15/03895/FUL  
Address Townsend Northend Lane Droxford SO32 3QN

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

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

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### 7.2 DECISIONS

**Reference:** SDNP/16/05726/HOUS 2 Whitelands, Midlington Road, Droxford, SO32 3PD **APPROVED**

### 7.3 PLANNING APPEALS

**Reference** SDNP/16/02811/DCOND  
**Proposal** Discharge of Conditions 4, 5, 6, 7, 16 and 17 on planning consent SDNP/15/03895/FUL  
**Address** Townsend Northend Lane Droxford SO32 3QN

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### 7.4 ENFORCEMENT CASES OPEN

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

**Reference** SDNP/12/00199/BPC Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH

**Reference** SDNP/15/00272/GENER Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH

**Reference** SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD

**Reference** SDNP/15/00408/COU Swanmore Barn Farm, Park Lane, Swanmore SO32 2QQ

**Reference** SDNP/13/00238/DEVMON Townsend, Northend Lane, Droxford SO32 3QN

## APPENDIX C – ROLLING ACTION PLAN

16.68.2	Find/speak to volunteer to oversee lengthsman	asap	CM	ONGOING
16.78.1	Bin for Mill Lane (dog waste)	Asap	Clerk	REQUEST WITH WCC tracking no 21260311
16.83	To contact Townsend case office and planning enforcement team	asap	MD	ONGOING. MD monitoring
16.87.1	a) Wall/High Street. Ask Highways to follow up b) Parking survey -request data analysis /RA	Nov	Clerk JM	a) Emailed Highways cc Conservation officer 16/11/16 b) ONGOING
16.129.1	Branch above play area	asap	MD	ISS Tree surgeons 21 March
16.129.2	To consider household survey responses	Feb	SPWG	ONGOING
16.138	Notify Casual vacancy	March	Clerk	ACTIONED
16.143.6	Put Allotment Tenancy & Agreement on website	asap	Clerk	ACTIONED
16.143.8	Grant – Transparency code	Before 20 March	Clerk	ACTIONED
16.144.1	White Horse Consultee response Asset of Community Value form	13 March	CH/Clerk Clerk	ACTIONED ONGOING
16.145	Enforcement – static van	asap	Clerk	ACTIONED
16.147	Letter to Axtons re HGV travel plan	asap	Clerk	ACTIONED