

Minutes of the Droxford Parish Council Meeting
7.30 pm Thursday 21 March 2019, Droxford Village Hall.

PRESENT: Barbara Chandler – Vice Chair, Mark Dennington, Janet Melson - Chair, Ann Newman.
IN ATTENDANCE: County Cllr Roger Huxstep (departed after 18.131.2), District Cllr Vicki Weston, Rosemary Hoile – Clerk
PUBLIC None

18.128 Apologies for absence.

Received from Colin Matthissen, Chris Horn.

18.129 Disclosable pecuniary and non-pecuniary interest.

The Chair declared a non-pecuniary interest in agenda item 6.1.2. The tree is across the road from her property.

18.130 Minutes

18.130.1 The minutes of the Parish Council meeting held on 21 February 2019 were APPROVED as a true and accurate record.

18.130.2 Matters arising from the minutes of the previous meeting not included in this agenda.

Inspection of headstones c/f action for Minute ref: 18.108.2. and order plastic bollards for installation at the corner of Union Lane with the Park from Minute ref: 18.125.1

ACTION	WHEN	WHO
Check all headstones in place.	Feb/Mar	BC
Request supply of plastic bollards from Highways stock and sanction installation by lengthsman.	April	Clerk

18.131 Public Forum

18.131.1 No members of the public were present.

18.131.2 District and County Councillors' report.*

Hampshire County Council: Cllr Huxstep had forwarded the HCC report for the Clerk to circulate. Matters arising from issues taken up with HCC.

Obscured lighting - Union Lane.

There had been further developments to report since SSE Power & Distribution who had cited Health & Safety concerns as an excuse not to remove overgrown foliage from top of the pole.

Road rage - Police Station Lane

The County Councillor enquired if Droxford Junior School had implemented a travel plan and PCSO patrol.

Planning & enforcement

The Council expressed extreme dissatisfaction with the SDNP Planning Director' response to recent correspondence and are of the opinion that SDNPA pay lip service only to parish councils' endeavours. The Chair had heard the same complaint expressed by many other parish councils' representatives at the Parish Planning Forum.

County Councillor Huxstep reported he had not yet had an opportunity to take up the matter of the land opposite the Cemetery with HCC estates.

Winchester City Council: Cllr Weston had circulated the WCC report.*

*HCC and WCC Annual Reports can be found on the community website www.droxfordweb.co.uk

18.132 Finance, Grants & Governance

18.132.1 Receipts and expenses Appendix A. **NOTED**

18.132.2 Bank reconciliation and statement of reserves to 28 February 2019 – Appendix A **NOTED**

18.132.3 Payment of accounts. **APPROVED.**

18.132.4 Internal financial controls: **APPROVED**

18.132.4.1 Internal auditor's report & risk assessment of internal financial controls 2019/20.

18.132.4.2 The Chair to sign the Executive Checklist following the review of procedures by the Finance Working Group. The Council had been recommended to review the threshold for seeking 3 tenders by the Finance Working Group at the next review of Droxford PC Financial Regulations.

- 18.132.5 Asset register to 31 March 2019: **NOTED**
The updated asset register had been previously circulated. Council was advised the fort had now been insured.
- 18.132.6 Employment Matters: The Council **RESOLVED** to authorise:
- 18.132.6.1 Payment of the balance due of £114.92 for unpaid Clerk's salary increase backdated to 1 April 2018.
- 18.132.6.2 Payment by Standing Order of Clerk's salary of £488.55 per calendar month from 1 April 2019.

18.133 Planning:

- 18.133.1 Planning applications:

*Where comment was due prior to the date of this meeting the Council were obliged to agree a recommendation for comment by email.

- 18.133.1.1 **Ref: SDNP/19/01170/FUL**

Proposal: Proposed construction of new agricultural barn/store
Location: Poppy Down Farm, Mayhill Lane, Droxford SO32 3AH

RAISE OBJECTION

The Council did not take issue with the design or requirement but raised objection to a building 3 times larger than a previous application. The Council had been advised that accommodation for larger equipment is not justifiable; widths between rows of vines are standard whatever the size of vineyard.
The Clerk was asked to request SDNPA to amend the name. The proposal concerns a vineyard operated by Red Admiral Vineyard neighbouring Poppy Down Farm.

ACTION	WHEN	WHO
SDNP/19/01170/FUL Submit comment. Write to SDNPA re name.	By 12 April	The Clerk

- 18.133.1.2 **Ref: SDNP/19/00944/TCA**

Proposal: Conifer roots damaging adoptable road and possibly brick garden wall. Request to remove tree as was not a suitable species when planted about 40 years ago. No consideration when planted as to mature size. Located on corner at junction Mill Lane and private road.
Location: Silkstede Mill Lane Droxford Southampton Hampshire SO32 3QS

NO COMMENT

- 18.133.1.3 **Ref: SDNP/19/00744/FUL** (*Comment due 20 March)

Proposal: Proposed demolition of bungalow and attached stables and construction of a new single storey replacement dwelling with ancillary landscaping improvements.
Location: Mobile Home at Atlantis Farm, Mayhill Lane, Swanmore, Hampshire.

The Council's stance was **NEUTRAL**. Councillors recommended use of appropriate local materials rather than Cotswold stone in a sensitive rural setting. Waltham Ramblers view that the ROW should be re-established along the line of Footpath 10 was given support.

ACTION	WHEN	WHO
SDNP/19/00744/FUL Submit comment.	22 March	The Clerk

- 18.133.1.4 **Ref: SDNP/19/00417/HOUS** (*Comment due 11 March)

Proposal: Conversion of the existing domestic garage and store into a residential annexe for one family member, provision of additional parking hardstanding.
Location: Upper Hill Farm, Droxford Road, Swanmore, SO32 2PY

NO COMMENT

- 18.133.2 Enforcement updates received from WCC:

18/00346/BLEG Hill Farm Orchards – alleged breach:

WCC Compliance and Monitoring Officer in contact with the liable party to the legal agreement.

SDNP/17/00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, Droxford

New case officer allocated due to staff leaving.

SDNP/18/00429/COU Swanmore Barn Farm, Park Lane.

Unauthorised COU agric. to equestrian was opened by mistake. PCN was never served.

- 18.133.3 Correspondence received from the SDNPA Director of Planning.

The matter was discussed in the Public Forum Minute ref: 18.131.2

- 18.133.4 Matters arising referred to County Cllr Huxstep 13 December 2018:

Untidy land opposite the Cemetery - proposal to request WCC Enforcement to serve a section 215 (untidy state of land) Notice to HCC, owner of land opposite the Cemetery.

DEFERRED The County Councillor had not had an opportunity to raise the matter with HCC.

18.134 Recreation Ground, Cemetery and Allotments:

18.134.1. Recreation Ground:

18.134.1.1 Storage of cricket sports equipment and grass cutting machinery storage:

The Council and the Cricket Club (DCC) have not been able to reach a mutually satisfactory solution to store cricket sports equipment. Councillors agreed that because the building lacks up to date electrical certification and is deteriorating, it is imperative to start work without delay.

RESOLVED: To advise the DCC of the Council's decision and request removal of cricket paraphernalia currently stored inside the Pavilion within 2 weeks.

18.134.1.2 Appointment of building contractor:

RESOLVED: To appoint RSE Electrical & Maintenance Ltd to carry out refurbishment works.

18.134.1.3 Starting date for refurbishment work:

RESOLVED: To approve works to commence in the first 2 weeks in April.

18.134.1.4 Repairs to play equipment:

A resident play equipment designer has agreed to carry out sundry repairs. It was agreed the springer mechanism on the rocker was too expensive to repair; better value would be obtained with a replacement. The Clerk had circulated alternative designs which councillors considered.

RESOLVED: to purchase a Bumble Bee

18.134.1.5 Re-seeding of the bonfire site:

Re-seeding was carried out in the second week of March. Cllr Newman said it was too early to tell if the seed had taken, weather permitting the grass would start to grow in April.

ACTION	WHEN	WHO
Write to DCC	22 March	Clerk
Issue contract documents to RSE for signature	w/c 25 March	Clerk
Obtain confirmation of start date	w/c 25 March	MD
Place order for new play equipment & fixings. Advise Outdoor Classrooms of delivery date and place order to install.	w/c 1 April	Clerk

18.134.2 Cemetery:

The clerk reported one interment had taken place since the previous meeting.

18.134.3 Allotments: Matters arising Land registry enquiry

Establishing ownership of 'No Mans' Land' between the allotments and land belonging to Grove Stables. **ONGOING**

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

18.135.1 Matters arising: Highways issues (various) referred to County Cllr Huxstep at the December meeting.

Obscured lighting Union Lane. Raised in the Public Forum Minute ref: 18.131.2.

Damage to signage on A32 Junction Midlington Road with Swanmore Road. Ref21413219. **ONGOING**

Request for bollards entrance to Park Lane. **ONGOING**

ACTION	WHEN	WHO
Pursue HCC re Complaint ref: 214132919	April	Clerk
Request WCC Highway dept to supply black & white plastic bollards	April	Clerk

18.135.2 Lengthsmen:

Visit Friday 1 March. The Chair reported work had been completed satisfactorily by 3 lengthsmen on HCC Lengthsmen scheme from 1 April 2019. The current agreement ends on 29 March 2019. A replacement for Shedfield Parish Council is being sought for a parish cluster lead council. The Clerk will discuss possibilities with the Manager of the Meon Hall and Corhampton & Meonstoke Parish Council.

18.135.3 Operation Resilience:

Chestnut Rise and Northend were on the HCC list of minor road closures due for surface dressing. The programme starts w/c 25 March planned over a period of months.

18.136 Parish matters.

18.136.1 Public Access Defibrillator: Guardian responsibilities:

Cllr Newman will request a resident to share responsibility with Tim Crowfoot, Chair of the Village Hall.

18.136.2 Litter pick 30 March 2019:
The Chair outlined arrangements. Idverde had been notified of the date and requested to remove the bags of rubbish from outside the Village Hall as soon as possible thereafter.

18.136.3 Matters arising: Dog signs
The Clerk advised delivery was due the following week.

ACTION	WHEN	WHO
Hand signs to S. Attrill (Churchyard) P. Melson (Play area)	April	Clerk

18.136.4 Annual Parish Meeting – Thursday 18th April
The agenda was discussed and revised.

118.137 Consultations, Meetings and training.

18.137.1 Town & Parish Councils Spring Workshop held Wednesday 13 March: The Chair gave a verbal report.

18.137.2 Planning Forum for Parish & Town Councils held Tuesday 5th March: The Chair had circulated her report.

18.137.3 WCC Waste & Recycling survey: The Chair gave a verbal report,

18.138 Next agenda. Items will be restricted to Planning and Finance and any urgent business.

18.139 Date of next meeting.

The next Parish Council meeting will be 6.30 pm Thursday 18 April 2019 at Droxford Village Hall, followed by the Annual Parish Assembly 7.45 for 8 pm.

At the close of the meeting Ann Newman advised members of her decision to stand down from the Council with immediate effect. The councillors all expressed their disappointment; the Chair thanked Ann for her commitment and contribution to the workings of the Council.

SignedDate.....

APPENDIX A – FINANCE STATEMENT

RECEIPTS TO NE NOTED	£
Allotment rent	97.35
Total	97.35

DD/SO and PRO-FORMA PAYMENTS TO BE NOTED

SO Clerk salary	479.01
DD O2 Mobile telephone	16.44
Total	495.45

PAYMENTS TO BE AUTHORISED

Chq		
BACS	EMS South Inv 1223 Feb contract	300.00
BACS	Winchester City Council	35.00
BACS	M Stevens	32.00
BACS	G. Robson	332.00
BACS	T. Dumbrell	140.00
BACS	R. Hoile, office expenses	15.78
BACS	R. Hoile balance of salary increase 1 April – 28 March	114.92
BACS	The Sign Shed	75.30*
Total		1045.0

BANK RECONCILIATION

BANK ACCOUNTS				£	£	£
Current Account: Unity Trust Bank A/C No.455						
Balance as per bank statement No 107, 28/02/19					787.86	
Deposit A/C: Unity Trust Bank A/C No....069						
Balance as per bank statement No 92, 28/02/19.					42,643.63	
Cemetery A/C: Unity Trust Bank A/c No..981						
Balance as per bank statement No 42, 28/02/19					3,505.87	
Less unrepresented payments						
EV71	...217	Winchester City Council	-	35.00		
EV70	BACS	EMS South Inv 1223	-	300.00	-	335.00
						46,602.36
CASH BOOK:						
Balance as per Cashbook 31/12/18						
Balance b/f 1/04/18				27,858.09		
Add Receipts 1/4/18 - 31/12/18				48,314.05		
Less Payments 1/4/18 - 31/12/18				-29,569.78		
						46,602.36
RESERVES						
Project Reserve: SDNP CIL					7,906.20	
Capital reserve £4846 b/f 1 April 18 + 100% of £15K set aside for capital projects 2018/19					19,196.00	
Raise the Rec funds - Pavilion refurb					<u>3,280.00</u>	
Total					30,382.20	
Cemetery Reserve					3,500.00	
ICT Reserve					<u>2,000.00</u>	
Allocated and fixed reserves					35,882.20	
Unallocated reserve (50% 2018/19 precept £18502.09 / 2)					10,720.16	46,602.36

APPENDIX B – PLANNING REPORT 21 March 2019

1. A PLANNING APPLICATIONS DETERMINED

Ref: SDNP/18/05524/HOUS

Location: Hill Crest Swanmore Road Droxford SO32 3PT

Proposal: Proposed 2 storey side extension and single storey rear extension.

Decision: **APPROVED**

Ref: SDNP/18/05163/HOUS

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

Proposal: Discharge of condition 3 of approved planning application SDNP/18/03419/HOUS

Decision: **APPROVED**

1.B DISCHARGE OF CONDITIONS DETERMINED

Ref: SDNP/19/00638/DCOND

Proposal: Discharge of conditions 1 - 10 in relation to approved planning permission SDNP/18/00525/FUL.

Location: The Old Chapel Police Station Lane Droxford SO32 3RF

Decision: **APPROVED**

1.C APPLICATION STATUS - OTHER

Ref: SDNP/18/05149/FUL

Location: North Spindleberry, Park Lane, Upper Swanmore.

Proposal: Proposed new stable block

Decision: **APPLICATION WITHDRAWN**

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

3. APPLICATIONS IN PROGRESS

Ref: SDNP/18/06578/FUL

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

Proposal: Replacement dwelling.

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/18/04004/PRE

Location: The Mill House Mill Lane Droxford Southampton Hampshire SO32 3QS

Proposal: Alterations to a previous permission 06/02779/FUL

Ref: SDNP/18/03111/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

Ref: SDNP/18/05518/HOUS

Location: The Old Bakery, High St, Droxford SO32 3PA

Proposal: Proposed detached double garage with workshop / store

Ref: SDNP/18/04956/PRE

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

Proposal: Change of use from dwelling to hotel.

Ref: SDNP/18/05819/HOUS.

Location: Hawthorne House South Hill Droxford Southampton Hampshire SO32 3PB

Proposal: Two storey rear extension and single storey refurbishment of existing garage.

4. ENFORCEMENT

Ref: 18/00346/BLEG Hill Farm Orchards, Droxford Road, Swanmore. Alleged breach of legal agreement.

Ref: SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, SO32 2QW Alleged residential mobile homes.

Ref: SDNP/18/00429/COU Swanmore Barn Farm Park Lane. Stables within barn, unauthorised COU agric. to equestrian.