

DROXFORD PARISH COUNCIL
Minutes of Droxford Parish Council meeting on Thursday 20 September 2018
held at Droxford Village Hall.

PRESENT: Barbara Chandler, Mark Dennington, Chris Horn, Colin Matthissen, Janet Melson, Ann Newman.
IN ATTENDANCE: Rosemary Hoile – Clerk
PUBLIC None present.

18.51 Apologies received for absence.

None.

18.52 Declarations of disclosable pecuniary and non-pecuniary interest.

None.

18.53 Minutes

RESOLVED: To approve the Minutes of the Parish Council Meeting held on 19 July 2018 as a true and accurate record.

18.54 Public Forum

- a) No members of the public were present.
- b) County and District reports had not been received.

18.55 Finance, Grants & Governance

18.55.1 **NOTED:** Receipts and expenses transacted between meetings.

APPROVED: Bank reconciliation to 31 August 2018

18.55.2 **APPROVED:**

- a) Payment of accounts listed in Appendix A which was amended to include payment to James Matthissen for removing vegetation on the Parish Green. Colin Matthissen declared a personal interest.
- b) Disbursement of grants approved in the 2018/19 budget of £250 each to Home Start (Meon Valley) and the Meon Valley Community First Responders.

18.55.3 **Refurbishment of the Pavilion:**

APPROVED:

- a) Councillor Dennington had previously circulated the scope of works. He will produce a specification for the Clerk to send out for tender.
- b) Quotation for £470 to fell T1-2 Lawson Cypress adjacent to the Pavilion.

| ACTION | WHEN | WHO |
|--------------------------|-----------|-------|
| a) Draw up specification | September | MD |
| b) Raise purchase order | September | Clerk |

18.55.4. **RESOLVED:** To approve renewal of parish council insurance with Came & Company. The quotation was cheaper than last year. The Council asked if the Parish Council was fully covered.

| ACTION | WHEN | WHO |
|--|----------|-------|
| Request confirmation from Came & Company that cover is fully compliant. Confirm to the Council for payment. | w/c 24/9 | Clerk |

18.55.5 Annual maintenance programme at Droxford Cemetery – **DEFERRED until October meeting**

| ACTION | WHEN | WHO |
|---------------------|----------|-------|
| Obtain 3 quotations | w/c 24/9 | Clerk |

18.55.6 The Council reviewed the under mentioned governing council documents previously circulated:

- a) **RESOLVED:** to adopt the National Association of Local Councils (NALC) template issued April 2018 Code of Conduct for use by Droxford Parish Council.
- b) **APPROVED** amendments to update Droxford Parish Council Standing Orders.

18.55.7 **NOTED:** The cloud platform selected to store Parish Council documents has been moved from 'Knowledge' to Google Drive which provides free and secure back-up for the first 15GB. The platform confirms to current EU legislation requiring data to be stored within the EU boundary.

18.56 Planning:

18.56.1 New planning applications.

18.56.1.1 **Ref: SDNP/18/03908/HOUS**

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

Proposal: Proposed front dormers. **NO COMMENT**

18.56.1.2 **Ref: SDNP/18/03419/HOUS**

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

Proposal: Erection of single storey garage

The information presented on the planning portal was inadequate for the Council to pass informed comment without the required scaled plan and elevations, specification of materials and finishes. It was considered not unreasonable to erect a garage in front garden of this property in principle, but the Council raised **OBJECTION** to locating a building structure on the boundary line adjacent to the highway. Garages to the front of other dwellings on Swanmore Road are set further back from the road; elevations and materials are in keeping with the character and setting of the building.

| ACTION | WHEN | WHO |
|--|------|------------|
| Upload parish consultee comment to SDNP planning portal. | asap | Clerk / CH |

Ref: SDNP/18/04673/TCA

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

Proposal: felling of crab apple due to excessive shading and proximity to house a new crab apple will be planted in the rear garden to replace this one. **NO COMMENT**

18.56.2 The Planning Report - Appendix B

Cllr Dennington updated the Council regarding the application at Four Acres.

Cllr Horn brought a pre-application notice to the Council’s attention, Ref: SDNP/18/03030/PRE Greta House South Hill, Droxford. The proposal to subdivide the existing structure (Listed Building) into 3 separate dwellings raises the feasibility of safe ingress for a number of vehicles where visibility is limited. The Council agreed to write to SDNP regarding this point.

The Council considered the letter from a Droxford resident which was ostensibly a highways issue but potentially originates from a breach of a Section 106 planning condition attached to SDNP/07/00138/FUL. The letter drew the Council’s attention to an accident between two articulated vehicles on 6 August on Swanmore Road above Midlington House which resulted in a 5 hour road closure. There has been a marked increase in the number of large articulated vehicles traversing Swanmore Road between the A32 and Hill Farm (Axtons) throughout the day and night. The same vehicles have been observed outside the Estee Lauder facility in Petersfield. It was noted that planning permission to build a refrigerated apple storage unit was granted subject to:

Condition 6 restricts machinery operation and deliveries to between 7.30 am – 7.00 pm Mondays – Saturdays, 8 am – 6pm Sundays.

Condition 7 restricts use to agricultural or horticultural purposes unless approved by the local authority.

Condition 10 to dismantle the building if agricultural or horticultural use ceases.

The increase in the number of vehicle movements are not only detrimental to safety on the highway but are in breach of the Section 106 (Town & Country Planning Act 1990) agreement relating to SDNP/00138/FUL, signed between Axton Wholesale Ltd and Winchester City Council relating to the storing, packing and distribution of fruit.

| ACTION | WHEN | WHO |
|--|----------|------------|
| a) SDNP/18/03030/PRE – letter to SDNP | w/c 24/9 | Clerk / CH |
| b) SDNP/00138/FUL/ - letter to Enforcement cc Highways | w/c 24/9 | Clerk/CH |
| c) Respond to resident’s letter | asap | Clerk |

18.57 Recreation Ground, Cemetery and Allotments:

18.57.1 a) Cricket Pavilion:

The Council had received a proposal from Droxford Cricket Club for a storage shed large and secure enough to accommodate maintenance machinery and sports equipment. It will be necessary to add a concrete slab and electrical supply to the schedule of works. An on-site meeting should be convened with Nick Keitley and Dave Channon.

Cllr Melson said the Memorandum of Understanding (MOU) between the Council and the Cricket Club should be reviewed. It was agreed that in future a councillor should attend the club annual general meeting to gain greater understanding of the club's activities, and represent the wider parish as the major stakeholder. 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.

| ACTION | WHEN | WHO |
|--|--------------------|-----|
| a) Send Clerk final schedule of works to issue for tender. | Before Oct meeting | MD |
| b) Arrange PC/DCC on-site meeting. | Before Oct meeting | MD |
| c) Review MOU | Before Oct meeting | JM |
| d) Attend DCC AGM | Date to be advised | AN |

b) Recreation Ground:

Cllr Chandler had increased the number of days work for the occasional groundsman to effect greater inroads into overgrown vegetation, consequently there would be less need for maintenance in winter. The picnic bench should now be installed

| ACTION | WHEN | WHO |
|--------------|------|-------|
| JT Carpentry | asap | Clerk |

18.57.2 Cemetery:

Annual autumn/winter maintenance was discussed under Finance. Minute 18.55.5 refers.

18.57.3 Allotments:

The Council agreed that the shed had been installed and painted very professionally.

18.58 Highways, Footpaths and ROW:

18.58.1 Footpath 12 stile between Mill Lane and the 'Manor field'.

RESOLVED: To apply for a grant for a timber kissing gate.

| ACTION | WHEN | WHO |
|---------------------------------|------|--------------------------|
| Start grant application process | asap | Footpath Warden/Clerk |

18.58.2 Commissioning of a Village Map:

Cllr Chandler had met with volunteers who are working on the draft map.

18.58.3 Lengthsmen:

The next visit is on Friday 21 September. The Clerk met the contract manager from Idverde to establish the scope of work which the teams will be capable of. The manager approved the list of work to include digging out the gully at the bottom of Swanmore Road, emptying the catchpit and the linear gully in the Church Yard. Verges were requested cut back on Union Lane and Northend Lane. Further work to clear the bank next to the Cemetery.

| ACTION | WHEN | WHO |
|--|---------|-------|
| Supervise lenthsmen's visit and sign off works completed | 21 Sept | Clerk |

18.58.4 Drainage matters:

Stuart Attrill and the Clerk had surveyed road gullies between Swanmore Road junction with A32 and Garrison Hill, Police Station Lane and Park Lane and listed those which require emptying (all of them). Two culverts outside Studwell Lodge and Crossways require unblocking. The survey had been sent to Hampshire Highways.

18.59 Parish Matters

18.59.1 Droxford Fireworks & Bonfire Night:

Cllr Newman will hold an informal open meeting on Tuesday 25 September at the Cricket Pavilion. It is hoped that volunteers who will help at some point over the w/e of 10/11 November will attend. Attendees will be invited to choose a project for donations received.

18.59.2 The Council discussed the Chaplain of Hampshire Constabulary's request to the Rector. The Police have designated St Andrew's Church as the place of refuge in the event of flood and heavy snowfall in the Meon Valley. Droxford Hall Committee was not approached. It was considered that to supply a list of key contacts to, and co-ordinate with relevant agencies (HCC and the Police) would suffice. It is also important to maintain a list of vulnerable people to look out for. Corhampton and Meonstoke Parish Council has a formal plan and the Parish Clerk undertook to forward a copy to Councillor Melson to consider an abridged version for Droxford.

- 18.59.3 British Legion commemoration of WW1:
Cllr Melson sought the Council's approval to locate the silhouette of the 'Silent Soldier' in the Square, Village Green and Parish Green. The silhouette was been purchased by the British Legion to place as a poignant message in various locations in the period leading up to Remembrance Sunday.
The Council **RESOLVED** unanimously to approve.
- 18.59.4 AGM of the Meon Valley Community Bus Association (MVCBA)
Cllr Newman had attended on behalf of the Council. She reported the finances to be in good order and funds in hand to replace the bus when required.

18.60 Meetings and training

- 18.60.1 Scottish & Southern Electricity Workshop 3 October 2018: Cllr Melson undertook to attend.
- 18.60.2 SDNP Hampshire Parish Workshop 19 November 2018 at the Meon Hall, Meonstoke. Cllr Dennington and Cllr Horn will attend.

18.61 Correspondence

- 18.61.1 Letter - Accident on Swanmore Road:
Activities at Hill Farm were discussed under Planning due to suspected breach. Minute 18.56.2 refers.
- 18.61.2 Email - 'Dogs must be kept on a lead' signage at the entrance to the Church Green:
The matter will be considered at the next meeting. Cllr Newman will ask a resident if he will carve a traditional sign. Cllr Dennington will look at alternatives.

18.62 Items for the next agenda

Cemetery annual maintenance quotations / Pavilion update - schedule of work issued for tender/ PC- DCC MOU/ Signage / Policies: FoI, Health & Safety, GDPR

18.63 Date of next meeting

7.30 pm Thursday 18 October at Droxford Village Hall.

The meeting closed at 9.30 pm

Following the meeting's close, Cllr Chandler announced her resignation from the Chair of the Parish Council. She will continue to serve as a councillor. Barbara has held the Chair since June 2014 and decided it is time for change. Janet Melson paid tribute to Barbara's contribution to, and leadership of, the Council. This sentiment was heartily endorsed by all. N.B Election of the new Chair will be the first item on the agenda of the October Parish Council meeting.

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

APPENDIX A – FINANCE STATEMENT 20 September 2018

RECEIPTS TO NE NOTED

| | £ |
|--|---------------|
| WCC – Precept (received 14 Sept) | 14,995.00 |
| WCC - Council Tax support grant (received 14 Sept) | <u>231.00</u> |
| | 15,226.00 |

DD/SO and PRO-FORMA PAYMENTS TO BE NOTED

| | |
|--|---------------|
| O2 mobile – July £26.32 + August £26.57 | 52.89 |
| Clerk Salary – July £479.01 + August £479.01 | 958.02 |
| EV28 Epic Fireworks pro-forma | <u>395.00</u> |
| | 1,405.91 |

PAYMENTS TO BE AUTHORISED

| | |
|---|--------------|
| EV24 EMS South Ltd Inv 887 July contract | 300.00 |
| EV25 WCC dog bins April/May/June | 35.00 |
| EV26 EMS South Ltd Inv 935 August contract + hedge Cut at the Rec | 540.00 |
| EV27 Droxford Cricket Club grass cutting 2018 season | 768.00 |
| EV29 G. Robson Recreation grounds maintenance –August | 270.00 |
| EV30 R. Hoile expenses August/September | 29.98 |
| EV31 J. Matthissen – Parish Green & war memorial | <u>29.50</u> |
| Total | 1,972.48 |

| Bank reconciliation 1 - 31 August 2018 | | | | £ | £ | £ |
|---|---------------------------------------|-------|--------|---------------|------------------|------------------|
| BANK ACCOUNTS | | | | | | |
| Current Account: Unity Trust Bank A/C No.455 | | | | | | |
| Balance as per bank statement No 98 as at 31/08/18 | | | | 2,712.49 | | |
| Deposit A/C: Unity Trust Bank A/C No....069 | | | | | | |
| Balance as per bank statement No 86 as at 31/08/18 | | | | 36,122.57 | | |
| Cemetery A/C: Unity Trust Bank A/c No..980 | | | | | | |
| Balance as per bank statement No 36 as at 31/08/18 | | | | 2,716.97 | 41,552.03 | |
| Less unrepresented payments | | | | | | |
| | | | CB ref | | | |
| BACS | EMS South Inv 796 May contract | EV 13 | - | 300.00 | | |
| BACS | EMS Inv 844 June contract | EV 16 | - | 300.00 | | |
| BACS | EMS Inv 887 July contract | EV24 | - | 300.00 | | |
| | WCC I 5100520836 Dog bins, Apr-Jun | EV25 | - | 35.00 | | |
| | EMS Inv 935 August contract | EV26 | - | 540.00 | | |
| | Droxford CC Grass cutting fee 2018/19 | EV27 | - | 768.00 | | |
| | | | | | - 2,243.00 | 39,309.03 |
| 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 | | | | 21,310.47 | | |
| Less Payments 1/4/18 - 30/6/18 | | | | - 9,859.53 | | |
| | | | | | | 39,309.03 |
| RESERVES | | | | | | |
| Fixed and allocated reserves | | | | | | |
| Capital reserve £4846 b/f 1April + 50% of £15K set aside for capital projects 2018/19 | | | | | 12,346.00 | |
| 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 | | | | | <u>3,280.00</u> | |
| | | | | | 26,428.00 | |
| Unallocated reserve | | | | | | 3,629.94 |
| Running costs | | | | | 9,251.09 | 39,309.03 |
| | 50% 2018/19 precept £18502.09 / 2 | | | | | |

APPENDIX B – PLANNING REPORT

1. APPLICATIONS DETERMINED

Ref: SDNP/18/02142/PRE

Proposal: Replacement dwelling.

Address: Stable Cottage, Garrison Hill, Droxford

Decision: **ADVICE PROVIDED**

Ref: SDNP/18/03063/TCA

Location: Old Manor Farm High Street, Droxford SO32 3PA

Proposal: Conifer (T1) reduce crown to previous pollard points. Push back overhang off pavement. Leaving crown at a height of approx 6-7m and a spread of approx 6m garden side. Spread road side will be approx 1-1.5m. Wish to get more light into garden.

Decision: **DETERMINED**

Ref: SDNP/18/00525/FUL The Old Chapel, Police Station Lane, Droxford, SO32 3RF

Proposal: Proposed change of use, refurbishment and conversion of existing shop (Use Class A1) into a single dwelling house (Use Class C3)

Decision: **APPROVED**

Ref: SDNP/18/04004/PRE The Mill House Mill Lane Droxford Southampton Hampshire SO32 3QS

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

Decision: **ADVICE PROVIDED**

2. DECISION PENDING

Ref: SDNP/18/02892/PRE

Location: Hill Crest Swanmore Road Droxford SO32 3PT

Proposal: Extend existing house with two storey extension.

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/18/03288/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/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.

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)

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.