

DROXFORD PARISH COUNCIL

Minutes of the Annual General Meeting of Droxford Parish Council followed by usual business held at
7.30pm on Thursday 18 May 2017 at the Village Hall, the Square, Droxford

PRESENT: Mark Dennington, Janet Melson – Vice Chair, Colin Matthissen, Ann Newman.
IN ATTENDANCE: Rosemary Hoile – Clerk, District Cllr Frank Pearson. County Councillor Huxstep (from 8.50pm)
PUBLIC None

- 17.1 Election of a chair person:**
Barbara Chandler was proposed by Janet Melson and seconded by Mark Dennington. It was unanimously **RESOLVED** to elect Barbara Chandler to Chair of the Parish Council for 2017/18.
- 17.2 Election of a vice-chair person:**
Janet Melson was proposed by Mark Dennington and seconded by Ann Newman. It was unanimously **RESOLVED** to elect Janet Melson Vice to Chair of the Parish Council for 2017/18.
- 17.3 Declarations of Acceptance of Office.**
Signed Declarations of Acceptance will be forwarded to the Clerk before the next meeting.
- 17.4 Co-option of a Parish Councillor.**
Initial interest expressed by residents had fallen away. A vacancy for a Parish Councillor remains open.
- 17.5 To appoint Members of the Parish Council to the following working groups (WG): RESOLVED -**
Finance (FWG): Barbara Chandler, Chris Horn, and Colin Matthissen.
Planning (PWG): Mark Dennington, Chris Horn.
Capital Projects (CPWG): Members of the Council.
Recreation (RWG): Mark Dennington, Chris Horn and Sam Crutchfield (co-opted resident)
Cemetery & Allotments (CAWG): Barbara chandler, Janet Melson, Stuart Attrill (co-opted resident)
Footpaths & ROW (FPWG): Janet Melson and co-opted resident.
Roads, Transport & Highways: (RTHWG): Janet Melson
Affordable Housing (AHWG): Ann Newman
- 17.6 To approve residents as members of working groups: RESOLVED**
Mr Stuart Attrill to the Cemetery & Allotments Working Group.
A resident to the Footpaths & ROW Working Group to brief clerk regarding lengthsmens' tasks.
Mr Sam Crutchfield to the Recreation Working Group.
- 17.7 Representative(s) to outside bodies:** Not required.
- 17.8 Procedural & Constitutional Matters:**
- 17.8.1** The Council unanimously **RESOLVED** To retain existing policies and documents reviewed by the Parish Council at previous meetings. The Clerk will advise the Council if and when notified of statutory updates.
- a) Standing Orders (adopted October 2016)
 - b) Financial Risk Assessment (approved February 2017)
 - c) List of Assets (approved April 2017)
 - d) Equality and Diversity Policy (2014)
 - e) Health & Safety Policy (adopted 2014)
 - f) Child Safeguarding Policy (2016)
- 17.8.2** The Council unanimously **RESOLVED** to amend or establish the following policies at the following meetings
- a) Financial Regulations (adopted October 2016) to amend Item 4.5 Budgetary Control and Authority – to be approved at this meeting – Agenda 15.7
 - b) Complaints Procedure – to be tabled for approval at the July meeting.
- 17.9 Calendar dates of Parish Council meetings 2017/18.**
The Council unanimously **RESOLVED** to approve the following dates:
2017: 15 June / 20 July/ 21 September / 19 October / 16 November and 14 December.
2018: 18 January / 15 February / 22 March / 19 April (Annual Parish Assembly preceded by short parish council meeting), 17 May (annual meeting of the Parish Council followed by usual business)

ACTION	WHEN	WHO
Update website	Asap	Clerk/BC
Inform the Bridge editor		

USUAL BUSINESS

17.10 **Apologies for absence** were received from Barbara Chandler, Chris Horn, and District Councillor Linda Gemmell.

17.11 **To receive declarations of disclosable pecuniary and non-pecuniary interest.** None.

17.12 **Minutes**

Minutes of the Parish Council Meeting 20 April 2017 were signed by Janet Melson. **APPROVED**

Cllr Melson reviewed rolling actions from previous meetings.

Notes taken at the Annual Parish Assembly on 20 April. The Clerk had not completed. **DEFERRED**

17.13 No members of the public were present.

District Councillor's Report:

District Councillor Frank Pearson conveyed Councillor Vicki Weston's apologies for absence. She has stepped down from the Cabinet of Winchester City Council (WCC) due to other commitments. Caroline Horrill was elected Leader of WCC, Rob Humby – Deputy Leader. Cllr Pearson is Deputy Mayor of Winchester.

County Councillors Report: (INSERTION – Cllr Huxstep arrived at 8.50 after the Warnford parish meeting)

The Vice Chair congratulated County Councillor Huxstep on his election to office.

County Cllr Huxstep reported the HCC AGM will be held on 24th May.

17.14 **Planning:**

17.14.1 New planning application:

Ref: SDNP/17/01630/FUL **Location:** Droxford Antiques High Street Droxford SO32 3PA

Proposal: Demolition of an existing shop and the erection of a new detached private dwelling.

The Council made **NO COMMENT**

17.14.2 Planning Report - Appendix A. **NOTED**

Cllr Dennington updated the Council regarding Townsend – Condition 16 of SDNP/15/03895/FUL has NOT been discharged. The planning application for holiday lodges at Uplands Park has reached 'Decision Pending'.

17.14.3 The Council considered affordable housing with regard to:

a) WCC Housing Strategy 2017-2022 Consultation

Cllr Newman reported that the strategy for housing provision in the Winchester District is in line with expectation. No further comment is required from the Council.

b) SDNP Planning Committee meeting on 15th June.

The Council had fully participated in the SDNP draft options for the Local Plan and were satisfied on condition that site specific development requirements were met to meet the revised housing allocation; particularly with regards to vehicle access from Park Lane and density of build in relation to adjacent houses.

17.15 **Finance, Grants & Governance**

17.15.1 The Council **NOTED** payment s received listed in Appendix B

The Council **RESOLVED** to approve payments listed in Appendix B

17.15.2 Cllr Matthissen had examined the bank reconciliation and recommended to approve.

The Council **RESOLVED** to approve the bank reconciliation to 30 April 2017

17.15.3 Cllr Matthissen had examined the Statement of Income and Expenses and recommended to approve.

The Council **RESOLVED** to approve the Statement of Income & Expenses 2016/17

17.15.4 The Council **NOTED** the conclusion of the Annual Internal Audit Report 2016/17. There were no matters requiring the Council's attention.

17.15.5 Annual Audit Return 2016/17:

Having resolved to approve the bank reconciliation as at 31 March 2017 (Minute ref: 17.15.2), the Statement of Income & Expenses (Minute ref: 17.15.3) and noted the internal auditor's conclusion ((Minute ref: 17.15.4) the Council unanimously **RESOLVED** to authorise the Chair to sign on behalf of the Parish Council.

a) Section 1 The Annual Governance Statement 2016/17

b) Section 2 Accounting Statements 2016/17

ACTION	WHEN	WHO
Clerk to sign and insert minute references in Sections 1 and 2	On completion	Clerk
Submit to BDO with bank reconciliation, list of significant variances and confirmation of date of date public inspection starts (5 June)	of meeting minutes.	

17.15.6 Amendment to the Statement of Internal Controls 2017/18:

Cllr Matthissen had reviewed the effectiveness of Internal Controls and recommended the Council approve the amendment to the Statement of Internal Control. The Council **RESOLVED** to approve:

The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250.00. The Clerk shall report the action to the Council as soon as practicable thereafter.

17.15.7 Amendment to Droxford Financial Regulations 2016 Item 4.5 Budgetary Control and Authority and Instructions for the making of payment 6.18.

Cllr Matthissen recommended the amendment. The Council **RESOLVED** to approve Item 4.5 Budgetary Control and Instructions for the making of payment 6.18 in the event of a repair deemed urgent.

17.16 Recreation Ground, Cemetery and Allotments:

17.16.1 Play area:

The Council **RESOLVED** to approve repairs identified by Sam Crutchfield in March and April play area inspection logs.

ACTION	WHEN	WHO
Order replacement shackles, bark chippings as required.	asap	Clerk
Oversee repairs to footings, shackles, tighten bolts, top up bark.		MD

17.16.2 Play Project:

Cllr Melson requires further information to complete. The Council **RESOLVED** to approve the Award for All grant application in principle

ACTION	WHEN	WHO
Confirm closing balance and allocated reserve at 31 March 2017	asap	Clerk/CM

17.16.3 Other general matters:

A qualified inspector from the Royal Society for the Prevention of Accidents (RoSPA) will conduct the annual inspection of the play area in June, accompanied by Cllr Dennington or the Clerk. Date to be confirmed by RoSPA.

17.17 Lengthsmen – Highways and Footpaths

17.17.1 The Council **RESOLVED** to approve continued participation in Hampshire Lengthsmen scheme from 1 May 2017 for one year.

ACTION	WHEN	WHO
Sign agreement and return to the lead parish.	asap	Clerk

17.17.2 The list of tasks drawn up by the Clerk in the Lengthsmen work schedule for w/c 5 June will be checked by Cllr Dennington and the volunteer resident.

17.18 Parish Matters

17.18.1 The Council **NOTED** Richard Adams's comprehensive report following the Droxford Car Parking Survey October 2016 and concluded that 48 vehicles routinely require public parking spaces for which there are 60 + parking spaces. Response from the Park was disappointing, leading to the assumption that space is adequate. People will always want to park close to their property but there is adequate parking in the village except when events are held.

17.18.2 The Big Tidy up: It was proposed to hold the next tidy up on Saturday 28 October 2017.

17.18.3 Broadband: Cllr Melson reported the Practice Manager of Wickham Surgery's response to the Council's enquiry regarding reduced opening hours at Droxford Surgery. The problem is due to poor broadband connectivity which the Practice is looking to redress through the Commissioning Support Unit (CSU) who control data and ICT functions. The CSU have proposed a Cloud based system. Councillors queried if download speeds would be any faster from Cloud than the current server if the existing line does not support superfast broadband speed.

ACTION	WHEN	WHO
Write to Wickham Practice Manager	asap	JM

17.19 Consultations, Meetings & Training

Winchester Passenger Transport Forum held by HCC on Monday 26 June. **Cllr Melson**

WCC Depot Contract Option Appraisal Workshop Event 24 May. **Clerk**

17.20 Correspondence received which is not included elsewhere on the agenda. None

17.21 Rolling action plan - Reviewed earlier.

17.22 Items for the next agenda: Parish fees - Droxford Cricket Club fee, Cemetery fees, Allotments fees (from 1/3/2018)

17.23 Date of next meeting: 7.30 pm Thursday 15th June at Droxford Village Hall.

The meeting closed at 9.15

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

PLANNING

NEW APPLICATIONS see agenda Item 14.

1. APPLICATIONS IN PROGRESS

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

2. DECISIONS PENDING

Reference: SDNP/16/04613/FUL Location: Upland Park, Garrison Hill, Droxford, SO32 3QL

Response from planning officer re S106 and CIL contributions:

‘S106 would not normally attract this type of contribution. It will be up to the case officer to determine whether an obligation is required to secure any other elements of the scheme, if permitted. With regards to CIL, the lodges would be liable to pay a CIL charge.’

3 APPLICATIONS DETERMINED

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

4. 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

Conditions 4,5,6,7 and 17 discharged 21 March 2017.

Condition 16 **NOT** discharged:-

‘No development shall commence on site until details of a scheme for foul and surface water drainage has been submitted to and approved in writing by the Planning Authority. Such details should include provision for all surface water drainage from parking areas and areas of hardstanding. Permeable paving shall be used on all drives and hard standings unless otherwise agreed in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details before any part of the development is occupied and shall be retained thereafter.

Reason: To ensure the site is suitably drained in accordance with policy CP19 Winchester District Local Plan Part 1, Joint Core Strategy 2013 and the NPPF.’

5. 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

No update received since March 2017.

APPENDIX B - ACCOUNTS FOR PAYMENT

Payments received 20 April – 12 May:

Allotment rents

Direct credits	£ 69.16
Cheques to be paid in	£ 101.29

Payments due from Coleman/Kuniyal/Morgan/ Droxford School/Martin.

Total	£ 54.59
-------	---------

Payment of invoices received to 12/05/17 to be authorised (invoices received w/c 15 May will be added to list)

BACS Droxford Village Hall	£ 68.25
BACS EMS South Inv 275 – April	£300.00
BACS HALC Affiliation fees	£255.00
Chq The HPFA	£ 40.00
BACS Fair Account – internal audit	£ 60.00
BACS R Hoile	<u>£ 38.73</u>
Total	<u>£761.98</u>

Bank Reconciliation 1 April - 30 April 2017

BANK:	£	£	
Current Account: Unity Trust Bank A/C No.455			
Balance as per bank statement No 77 as at 30/04/17		909.72	
<u>Less unrepresented cheques/BACS payments:</u>			
EV2 300183 Janet Melson - conference call charge		11.58	
EV3 300184 HCC Inv 3610883724		406.17	
EV4 300185 R Hoile - office expenses - April		119.08	
EV5 Droxford Village Hall		68.25	
EV6 EMS South Invoice 275 – April		<u>300.00</u>	-905.08
Deposit Account: Unity Trust Bank A/C No.069		36,796.87	
Balance as per bank statement No 69 as at 30/04/17			
Cemetery Account: Unity Trust Bank A/C980		2,712.60	<u>£ 39,514.11</u>
Balance as per bank statement No 19 at 30/04/17			
CASH BOOK:			
Balance as per Cashbook 30/04/17			
Balance b/f 1/04/17		25,919.99	
Add Receipts 1/4/17 - 30/04/17		15,053.50	
Less Payments 1/4/17 - 30/04/17		-1,459.38	<u>£ 39,514.11</u>

APPENDIX C – ROLLING ACTION PLAN 18 May 2017

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. Kebbell have received permission to allow Southern electricity to lay main cables, but not to tart build.
16.87.1	a) Wall/High Street. Ask Highways to follow up	Nov	Clerk	a) Emailed Highways cc Conservation officer 16/11/16
16.129.1	Branch above play area	asap	MD	Requires tree surgeon - ONGOING
16.144.1	White Horse Consultee response Asset of Community Value form	13 March	Clerk	ACTIONED
16.145	Enforcement – static van	asap		No update received to date
16.174.5	Amend Statement of internal Control	For May mtg		Agenda - May meeting
16.174.6	Amend Financial Regulations			Agenda - May meeting
16.175.1	SDNP/17/01634/PRE Remind planning officer re-route footpath would be required	asap	CH/MD	
16.176.1	Risk Assess sports box.	RoSPA visit	Clerk	Discuss with inspector at annual inspection