

DROXFORD PARISH COUNCIL

Minutes of the Meeting of Droxford Parish Council held at 7.30pm on Thursday 20 October 2016 at the Village Hall, the Square, Droxford

PRESENT: Barbara Chandler - Chair, Mark Dennington, Chris Horn, Nick Fletcher, Dr Penny Gordon, ,
Colin Matthissen, Janet Melson – Vice Chair.

IN ATTENDANCE: District Councillors Vicki Weston and Lind Gemmell.
Rosemary Hoile - Clerk

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16.75 **Apologies for absence** had been received from District Cllr Frank Pearson.

16.76 **Declarations of interest** – None.

16.77 **RESOLVED** to approve and sign the Minutes of the Parish Council Meeting held on 15 September 2016.

16.78 **Public participation** – No members of the public were present.

District Councillor's report: Previously circulated see Appendix D

Cllr Weston reported the blocked drain which was a source of sewage overflow in the Park had been cleared. The Council received a housing briefing and **NOTED** the current requirement for social houses in Droxford. WCC are looking into innovative ways to ease the housing supply shortage – a combination of mortgaged (considering WCC enabled) shared ownership and affordable housing schemes .

Cllr Gemmell had received complaints regarding dog waste bags left in hedges and private bins on Mill Lane. She reported on elderly people having been persuaded to carry out inappropriate work on listed properties by unscrupulous companies.

The Council discussed the merit of purchasing an additional bin for Mill Lane. The Clerk undertook to obtain prices.

County Councillor's report – None received.

16.79 **Chair's Report.** The Strategic Planning report had been circulated. See Appendix E

16.80 **Planning:** Appendix A - Planning Report.

16.80.1 **New planning applications:**

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

Proposal: 22 self- contained holiday lodges together with an on-site manager's lodge, facilities/reception buildings and spa with parking and landscaping improvement following demolition of vacant hotel buildings.

The case officer had extended date by which the Council could submit comment to 21 November.

General discussion took place on the application as a response to the consultation would not be agreed until the next parish council meeting on 17 November to enable parish consultation.

16.80.2 **Ref:** SDNP/16/04712/TCA **Location:** 3 Meon Terrace, High Street, Droxford SO32 3AP

Proposal: Group of Sycamore to crown reduce by 4m, cut back lateral branches to boundary.

The Council made **NO COMMENT**

16.80.3 **Ref:** SDNP/16/04654/FUL **Location:** West House Cottage, South Hill, Droxford SO32 3PB

Proposal: Single storey extension to front elevation. Re-configure existing tile pitched roof, relocate front entrance door and construct new porch.

The Council made **NO COMMENT**

16.81 **Planning Decisions:** See Appendix A

16.82 **Planning Appeals** – None.

16.83 **Planning enforcements:**

Townsend: Discharge of Conditions. Cllr Dennington reported heavy plant working on site before an agreement for foul drainage between the developer and Southern Water had been reached.

New breaches of planning conditions: Cllr Dennington will make enquiries.

Enforcement still extant: Some breaches should have been addressed but their status not updated by the enforcement team.

ACTION	WHEN	BY WHOM
To contact Townsend case office and planning enforcement team	ASAP	MD

16.84 **Finance, Grants & Governance**

16.84.1 **RESOLVED** to approve payment of accounts listed in Appendix B.

16.84.2 The Council **NOTED** THE bank reconciliation and banks statements for the period 1 April - 30 September 2016 had been checked and signed by Cllr Matthissen.

16.84.3 Following review by Cllrs Chandler and Gordon, the Council unanimously **RESOLVED** to approve:

a) Standing Orders b) Financial Regulations

16.84.4 The Parish Council

a) **NOTED** the Budget v Performance 1 April – 30 September 2016

b) Received the first draft of the 2017/18 Budget. The Council agreed to make no comment at this stage.

ACTION	WHEN	BY WHOM
b) Incorporate maintenance proposals.	Nov meeting	BC/CM/PG/Clerk

16.84.5 Further to review by Cllr Fletcher the Council **NOTED** payment of £1265.09 to renew the Parish Council insurance policy with Hiscox from 1 October 2016 for one year. A significant saving could not be achieved in the current year due to terms of the existing policy. It was **AGREED** to consider 'self insurance' for play equipment at the next annual review in September 2017.

16.85 **Recreation Ground, Cemetery and Allotments:**

Cllr Fletcher has applied for a grant from WCC under the 'one-stop' plastic bag scheme to purchase an outdoor table tennis table.

16.85.1 **Play area maintenance update.** Cllr Fletcher gave credit for the high standard of work achieved by Cllr Dennington's team of tradesmen, who carried out general repairs to the Pavilion and the play area, including applying a layer of play bark free of charge to the Council.

16.85.2 **Pavilion:** Cllr Dennington recommended a regime and annual budget for building maintenance and users encouraged to take responsibility for some aspects of upkeep.

ACTION	WHEN	BY WHOM
Draw up annual maintenance programme for the pavilion	Nov	MD/Clerk
Include play bark in annual budget	Nov	Clerk

16.85.3 **Play Area Project:**

NOTED – Quotations received from Sovereign Design Play Systems Ltd.

Option 1 Wet pour surface equipment and marking out £82,144

Option 2 Equipment and marking out £8,024. Tarmac obtained elsewhere at a rough estimate of £40,000

Cllr Fletcher anticipated 14 December to be the earliest date to report findings of the Play Project

Consultation to the Council. A loan and a 50% match funded grant is the most likely source of funding the project.

16.86.4 **DEFERRED** - 1st draft of revised Cemetery Regulations.

16.87 Roads Transport and Highways

16.87.1 Matters arising – Clerk’s update

- a) Wall outside the Small House, High Street - request to reinstate Staffordshire blue coping bricks.

The Clerk received an acknowledgment from HCC Highways. The traffic engineer was to forward the request to the Highways contractor.

Sewage leak – The Park. Resolved, see Cllr Weston report Minute ref: 16.78

- b) Parish parking survey – deadline to complete 31 Oct.

ACTION	WHEN	BY WHOM
a) Pursue Highways	Oct	Clerk
b) Request Richard Adams to analyse data	Oct	JM/Clerk

16.87.2 HGV traffic on Union Lane. Cllr Fletcher reported advisory ‘unsuitable for HGVs’ signage had been ordered by WCC. When placing orders residents should advise suppliers of restricted road width or access.

Ordnance Survey are in the process of updating Geographic Information Systems (GIS) to reduce sat nav route error. Meanwhile the Council may have to consider writing to haulage operators.

16.87.3 Meon Valley Community Bus Association (MVCBA) AGM Minutes: New routes NOTED

16.88 Footpaths and ROW:

16.88.1 Matters arising – Clerk’s update

- a) Replacement of stiles with metal kissing gates on Soberton FP 9. The landowner has granted permission to install. The fence must be stock-proof to protect cattle.
- b) Lengthsmen cut back undergrowth from the pavement on a stretch of Midlington Road and the verge (south side) of Northend Lane.

A volunteer to co-ordinate the lengthsmen has not come forward.

16.88.2 Wheelchair access from Mill Lane (Brockbridge) onto the footbridge was discussed. The bridge is in good condition but the approach from the tarmac road is uneven.

ACTION	WHEN	BY WHOM
1.Find volunteer to act as lengthsmen co-ordinator	Asap	BC
2.Contact resident	asap	BC

16.89 Parish Matters - There were no matters to report.

16.90 Consultations, Meetings & Training.

16.90.1 Consultation: The 2017/18 Local Government Finance Settlement. **ACTION JM/NF to respond by 28 Oct**

16.90.2 Meeting : Meon Valley – Our Digital Future: Wed 6.30pm 8 November. **ACTION BC/NF/Clerk to attend**

16.90.3 Consultation: SDNP Parish Council Two Way Communication Survey **NO ACTION**

16.90.4 To note the Neighbourhood Planning Bill. **NOTED**

16.90.5 SDNP Hampshire Parishes workshop 14 November 6.30pm Petersfield. **ACTION MD/Clerk to attend**

16.91 Correspondence requiring parish response

The Chair agreed to represent the Parish Council at the Remembrance Day service on Sunday 13 November

16.92 Rolling action plan - review deferred.

16.93 Items for the next agenda. No suggestions. Cllr Dr Gordon gave her apologies - she will not be able to attend the next meeting.

16.94 Date of next meeting: 7.30 pm Thursday 17 November at Droxford Village Hall.

The meeting closed at 9.30 pm

Signed

Date

6. **PLANNING**

6.1.1 **NEW APPLICATIONS** see agenda

6.1.2 **APPLICATIONS IN PROGRESS**

Reference: SDNP/16/04331/TCA
Proposal: 1No. Conifer to fell (T1)
Address: Manor Farm Cottage High Street Droxford SO32 3PA

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

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 PENDING

6.1.3 **DECISION PENDING**

Reference: SDNP/16/03414/FUL **Address** Corhampton Golf Club Shepherds Farm Lane
Reference SDNP/16/01270/LIS **Address** Greta House, South Hill, Droxford, SO32 3PB

6.2 **DECISIONS**

Reference: SDNP/16/03984/HOUS **APPROVED**
SDNP/16/03985/LIS **APPROVED**
Address: Yew Tree Cottage High Street Droxford Southampton SO32 3PA

6.3 **PLANNING APPEALS – None**

6.4 **ENFORCEMENT CASES OPEN**

6.4.1 **NEW**

Reference SDNP/16/00367/COU **Breach** Alleged residential mobile homes x 2
Location Land at Oxford Lane, Droxford

Reference SDNP/16/00015/GENER **Breach** Alleged Motocross track being extended
Location Peak Down, Hacketts Lane, Droxford

6.4.2 **EXTANT**

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

6.4.3 **CLOSED**

Reference SDNP/15/00185/COU
Address West Spindleberry, Park Lane, Swanmore, SO32 2QQ

APPENDIX B – FINANCE STATEMENT 14 October 2016

To note accounts paid

EV36	BACS	Came and Company –parish insurance	1265.09
EV	DD	ICO Data Protection	35.00
EV38	DD	SSE period 18 /6 - 14/9 -135 units	33.54

Accounts for Payment

EV37	BACS	EMS inv 18 - September contract	300.00
EV39	BACS	HALC Inv 1009 (50% of Budget training course cost shared with C&M PC)	45.00
EV40	300161	HCC inv 3610820716 –street lighting 6mths	370.57
EV41	BACS	EMS inv 54 - hedge cutting Rec (extra to contract)	300.00
EV42	BACS	M Stevens - cleaning June/Jly/Aug	32.00
EV43	BACS	Office expenses	56.84
EV44	SO	Clerk salary	474.24
EV45	BACS	N Fletcher cash receipts descaler/keys	20.28
EV46	300162	The RBL – poppy wreath (s137)	<u>20.00</u>
Total accounts noted and authorised			<u>£2952.56</u>

Bank Reconciliation

Bank Reconciliation 1/04/2016 - 30/09/16				
BANK :				
Curent Account: Unity Trust Bank A/C No. ..455				
Balance as per bank statement No 68 as at 30/09/16			2,554.22	
<u>Add o/s lodgment:</u>				
<u>Less unrepresented cheques:</u>				
EV 16 B Chandler	BACS		6.50	
EV 32 G Horn	chq	300160	50.00	- 56.50
Deposit Account: Unity Trust Bank A/C No. ..069				
Balance as per bank statement No 62 as at 30/09/16			27,836.78	
Cemetery Account: Unity Trust Bank A/C ..980				
Balance as per bank statement No 12 s at 30/09/16			1,712.17	
				<u>£32,046.67</u>
CASH BOOK:				
Balance a per Cashbook 30/06/16				
Balance b/f 1/04/16			17,382.88	
Add Receipts 1/4/15 - 30/09/16			23,156.68	
Less Payments 1/4/16 - 30/09/16			- 8,492.89	
				<u>£32,046.67</u>

APPENDIX C – ROLLING ACTION PLAN

Minuted item	Action	Due date	Responsibility	Progress
221.15	Review plot rental agreement - MoU		JM	ONGOING
236.15.3	Enforcement Check email trail to David Townsend	21 April	Clerk	Report received ONGOING
16.17.4	Review Cemetery Regs & practices	July	BC/Clerk	ONGOING
16.20.5	Enquire ownership of triangle of land north corner of junction of B2150 with A32	asap	Clerk	
16.32.2	Publish new charges on website	July	Clerk	
16.32.3	Publish Parish Green charges on website	July	JM/Clerk	
16.33.2	Continue improvements and repairs/place order for playbark.	Summer	NF/MD	COMPLETE - CLOSED
16.33.3	Clerk to liaise with Steve Banks	Tba	Clerk	ONGOING
16.35.2	Lengthsmens' program	June	Clerk	1 lengthsman day owed cancelled by 1 day working with tree surgeons. CLOSED.
16.63.2	a) Standing Orders (and cross reference SO with Financial Regs). b) Budget	Sept/Oct	BC/PG CM/BC/PG	COMPLETE. CLOSED
16.63.3	Budget - Play equipment rolling maintenance	Sept/Oct	BC/PG	BUDGET IN PROGRESS
16.63.4	Review insurance	By 30 Sept	NC/Clerk	ACTIONED
16.66.2	Advertise public consultation Sat 29 Oct at the Recreation Ground	asap	BC/Clerk	CLOSED
16.68.2	Find/speak to volunteer to oversee lengthsman	asap	CM	BC
16.78.1	Bin for Mill Lane (dog waste)	Asap	Clerk	
16.83	To contact Townsend case office and planning enforcement team	asap	MD	TOWNSEND ACTIONED DAY AFTER OCT PC MEETING.
16.84.4	Budget – add amendments proposed Oct mtg.	asap	FAWG	BUDGET IN PROGRESS
16.85.2	Budget - annual maintenance list – pavilion and play bark	asap	Clerk	ACTIONED
16.87.1	a) Wall/High Street. Ask Highways to follow up b) Parking survey - request data analysis /RA	Nov	Clerk	a) Emailed Highways 16/11/16 b) ONGOING