

## DROXFORD PARISH COUNCIL

### Minutes of the Meeting of Droxford Parish Council held at 7.30pm on Thursday 21 July 2016 at the Village Hall, the Square, Droxford

**PRESENT:** Barbara Chandler, Nick Fletcher, Dr Penny Gordon, Chris Horn, Colin Matthissen,  
**IN ATTENDANCE:** Rosie Hoile – Clerk  
County Cllr Roger Huxstep (arr 8.05pm/dep 8.15pm) District Councillor Vicki Weston (dep 8.00 pm)

Page  
1

16.42 **Apologies for absence** had been received from Mark Dennington and Janet Melson

16.43 **Declarations of interest** - None

16.44 **RESOLVED** to approve and sign the Minutes of the Parish Council Meeting held on 16<sup>th</sup> June 2016

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

16.45.1 **District Cllr Vicki Weston** reported

- Devolution: 14 local councils (LA) would like more information and have asked HCC for more time before going to public consultation. Most LA's do not want an elected mayor. A number of options are being considered. 1) Solent 2) Heart of Hampshire. Any solution must involve and have HCC's approval.
- Station Approach: WCC had voted against the 2 designs for the regeneration program intended to create much needed office space and 20,000 jobs over the next 10 years.
- A successful Speedwatch team of 30 participants is operating at Newtown.

The Chair said she would include this in the September Newsletter, and if enough interest was generated will invite someone from Newtown to advise on setting up in Droxford.

16.45.2 **County Cllr Roger Huxstep** reported

- Household Waste Re-cycling Centres. HCC decided that no centres are to be closed, there will be reduced opening hours. All centres to close on Thursdays; Summer opening hours 11am - 6pm; Winter opening hours 11am – 4pm.
- Devolution: HCC is pursuing a full public consultation at the earliest opportunity. The Leader of HCC is looking for an early meeting with The Rt Hon Sajid Javid MP, Secretary of State for Communities and Local Government regarding the issue of an elected mayor.

Cllr Fletcher thanked Cllr Huxstep for a grant of £500 from the County Councillors' devolved budget, which was approved and executed very quickly.

16.45 **Chair's Report.** Business covered under Parish Matters

16.46 **Planning:** The full planning report is appended, see Appendix A

16.46.1 New planning applications:

Ref: SDNP/16/03414/FUL: Corhampton Golf Club Shepherds Farm Lane. Proposal: Green Keepers Office.  
The Council made **NO COMMENT**

16.46.2 Planning Decisions: **NOTED**

16.46.3 Planning enforcements: Matters arising – Townsend: Discharge of Conditions. Cllr Fletcher said that Cllr Dennington telephoned the Compliance & Monitoring Officer to point out that the foul water connection

to the sewage treatment plant at Chestnut Rise was against the advice of their own Drainage Engineer (Patrick Aust). He was advised the planning officer would look into it.

- 16.46.4 **Street name for Townsend development.** The Council had been asked by the developer to reconsider the name Cresdee Close. Councillors agreed to change the name for the development of 8 houses to 1-8 Garrison Hill.

ACTION	WHEN	BY WHOM
Notify GIS Manager WCC	July	Clerk

Page  
2

## 16.47 Finance, Grants & Governance

- 16.47.1 **RESOLVED** to approve payment of accounts listed in Appendix B

- 16.47.2 **Review of Droxford Financial Regulations.** Cllrs Chandler and Gordon had reviewed the regulations and made further recommendations. The regulations will be tabled for approval in tandem with revised Standing Orders at the next meeting.

ACTION	WHEN	BY WHOM
Review Standing Orders	Before Sept	BC/PG
Cross reference Standing Order with Financial Regulations	mtg	

### 16.47.3 The Pensions Regulator:

**NOTED** - The Chair had written to inform the Clerk of her right to join a workplace pension scheme. The Clerk had responded to confirm she did not wish to exercise that right.

**NOTED** - The Council has registered with the National Employment Savings Trust (NEST).

**NOTED** - The Clerk has enrolled the Parish Council with the Pensions Regulator before the staging date of 1 August 2016 to comply with statutory requirements laid down in the Pensions Act 2008.

### 16.47.3 To approve increase in clerk's salary in line with national pay award.

*(The Clerk left before the end of the meeting when this matter was discussed and minuted by the Chair.)*

It was **RESOLVED** that the clerk's salary be increased to £10.944 per hour, backdated to 1 April 2016 in accordance with NALC Scale LC1, SCP 23, and that the working hours be increased by one hour to 10 per week, effective from 1 August 2016. It was further resolved to increase the salary from 1 April 2017 in accordance with NALC Scale LC1, SCP 23 to £11.054 per hour.

The Council expressed their appreciation and recognition of the work that the Clerk carries out on behalf of the community and councillors.

ACTION	WHEN	BY WHOM
Inform payroll outsource of salary adjustment	August	Clerk
Change SO instruction at bank		

### 16.47.4 Appointment of Parish Council signatories

**RESOLVED** - to appoint new signatories on the Unity Trust Parish Council bank account mandate.

- To sign cheques: Cllrs Chandler, Gordon, Fletcher, Matthissen, and Melson. Rosemary Hoile.
- To authorise electronic payments: Cllrs Chandler, Gordon, Fletcher and Melson. Rosemary Hoile.

ACTION	WHEN	BY WHOM
Advise bank of minute reference	July	Clerk

### 16.47.5 Purchase of contract for a mobile phone

**RESOLVED** - to approve purchase of contract mobile phone to be shared with Corhampton & Meonstoke Parish Council (subject to approval at the full council meeting on 14<sup>th</sup> September). Cost approx £25.00 per month or £12.50 per council.

ACTION	WHEN	BY WHOM
Set up mobile phone business account at Curry's	August	BC/Clerk

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

16.48.1 The Clerk confirmed weekly play inspections had been carried out by Sam Crutchfield. The issues brought to the Council's attention are being addressed over the course of the summer.

16.48.2 Cllr Fletcher reported a successful event at the Fun Run on 9<sup>th</sup> July. At least 100 people turned out indicating how much awareness had been raised. £376.90 was raised towards purchase of a storage box for rounders and other equipment in time for the school holidays. The parents' team had given the working title of 'Raise for Rec' to the fund raising campaign starting with a Rounders competition for all ages on 18<sup>th</sup> September.

16.48.3 Cllr Fletcher undertook a training session with Village SOS on 19<sup>th</sup> July to start the process of applying for a grant from the Big Lottery Fund. The business plan framework will be circulated towards the end of August. The Clerk reported the Play Ledger balance to be £888.90 (less £50 for the HALC report). Cllr Fletcher said additional donations of vouchers had been received from Mr and Mrs G Richardson to bring the amount up to exactly £1000 for equipment purchases.

ACTION	WHEN	BY WHOM
Business plan framework	End August	NF
Advertise Rounders Competition 18 Sept.	August	BC/Clerk

16.48.4 Cemetery matters: There were no matters arising. Actions have not been updated.

**16.49 Roads Transport and Highways**

16.49.1 **Blocked drains/gullies.** The gully in the Square near the Church yard gates require rodding by DynaRod or similar. In the Clerk's opinion this should be done by lengthsmen, rodding drains is on Schedule 2 of the Agreement between Shedfield Parish and Droxford PCs. The Clerk will call out Dyna rod if necessary.

16.49.2 Grass cutting verges. A request has been received from a resident for the verges of Mill Lane to be cut. The Clerk passed the request to Highways. Late and poor quality verge cutting has been attributed to heavy rain early in the season and HCC contractor's vehicles' breakdowns.

16.50 Footpaths and ROW:

16.50.1 Replacement of stiles with metal kissing gates. A 'permission to install' form has been received from one from landowner. The Clerk will write again to the other landowner and deliver another form by hand. Waltham Ramblers will be unable to carry out works on behalf of Countryside Access until permission has been received from both landowners to work on their land.

ACTION	WHEN	BY WHOM
Letter to DB. Hand deliver.	Summer	Clerk

16.50.2 Lengthsmen programme of work overhanging from w/c 20th June:

The parish are owed 1 lengthsmen /2days or 2 lengthsmen/ 1 day due to a man short on the last visit.

ACTION	WHEN	BY WHOM
Lengthsmens' program - continue as required	July	NF/BC

- 16.51 Parish Matters
  - Assignment of the logo to the Parish Council
  - 16.51.1 An Assignment has been drawn up between Vicki Hunt (Assignor) and Droxford Parish Council (Assignee) whereby the Assignor has agreed to assign all intellectual property rights in these works ('original artistic works for use as the Droxford village logo') to the Assignee for the sum of £1-00.
    - 16.51.2 It was agreed to make a one-off payment of £100 to Vicki Hunt to complete the digitisation of the logo for professional use by the Parish Council. The logo had been produced gratis and chosen by residents from a selection.
- 16.52 **Consultations, Meetings & Training.**
  - HCC Local government reorganisation consultation link to be added to website. Responses due by 20 September 2016.**
  - 16.52.1 Hampshire ALC AGM 18 October 2016. The Chair agreed to attend .
  - 16.52.2 Future of Local Government Workshop Alton 6<sup>th</sup> September. Cllrs Fletcher and Melson will attend.
- 16.53 **Correspondence received which is not included elsewhere on the agenda.** None
- 16.54 **Rolling action plan** The Chair will review
- 16.55 **Items for the next agenda.** Standing Orders. Cemetery Regulations
- 16.56 **Date of next meeting:** 7.30 pm Thursday 15<sup>th</sup> September at Droxford Village Hall.

The meeting closed at 9.30 pm

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

APPENDIX A - PLANNING REPORT 20th JULY 2016

6. PLANNING

6.1 NEW APPLICATIONS - SDNP/16/03414/FUL Corhampton Golf Club Shepherds Farm Lane  
Corhampton SO32 3GZ Proposal Green Keepers Office

APPLICATIONS IN PROGRESS

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

Page 1  
5

Reference SDNP/15/04621/LDP  
Proposal Proposal to brick up the existing front door to the rear of the property with an addition of a window. To re-instate the front door on the wall underneath the single storey tiled canopy.  
Address 1 Park Lane, Droxford, SO32 3QR

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

DECISION PENDING

Reference SDNP/16/01270/LIS  
Proposal Internal alterations to create new first floor family bathroom and enlarge the existing breakfast area by removing the existing shower room and stairs  
Address Greta House, South Hill, Droxford, SO32 3PB

6.2 DECISIONS

Reference SDNP/16/01652/HOUS  
Proposal Two storey side extension, single storey rear extension and a new bay window.  
Address 1 Quantock Cottage Northend Lane Droxford SO32 3QN  
Decision APPROVED

6.3 ENFORCEMENT CASES OPEN

Reference SDNP/12/00199/BPC Breach type BPC  
Address Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH  
Reference SDNP/15/00272/GENER Breach type GENER  
Address Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH  
Reference SDNP/13/00181/UNCM Breach type UNCONM  
Address Four Acres, Midlington Road, Droxford SO32 3PD  
Reference SDNP/15/00408/COU Breach type COU  
Address Swanmore Barn Farm, Park Lane, Swanmore SO32 2QQ  
Reference SDNP/15/00185/COU Breach type COU  
Address West Spindleberry, Park Lane, Swanmore, SO32 2QQ  
Reference SDNP/13/00238/DEVMON Breach type DEVMON  
Address Townsend, Northend Lane, Droxford SO32 3QN

**APPENDIX B – FINANCE STATEMENT**

**APPENDIX B - ACCOUNTS FOR PAYMENT.**

<b><u>Financial statement for Meeting date :</u></b>	<b><u>20/07/16</u></b>	<b>£</b>
<b>Balances at date :</b>		
	Current	1225.74
	Tailored	23580.88
	Cemetery	1711.87
	<b>Total balances</b>	<b><u>26518.49</u></b>
	Allocated reserve - project	12,000.00
	Allocated reserve - cemetery	1,711.44
	Unallocated reserves	12,807.05
	<b>Total reserves</b>	<b><u>26518.49</u></b>

<b>Accounts for payment:</b>			
<b>Cheque / BACS</b>	<b>Payee</b>	<b>Details</b>	<b>COST</b>
BACS	HALC	Initial report Funding Option	60.00
BACS	R Hoile	office expenses	111.43
SO	R Hoile	Salary July @ £10.86./hour	422.60
BACS	R Hoile	Salary @£10.97/hr backdated- 1 April	15.87
BACS	M Stevens	Bus shelter cleaning April -June	32.00
BACS	Droxford Cricket Club	Grass cutting 2016/17	760.00
BACS	EMS	Maintenance contract - June	300.00
			<b><u>1701.90</u></b>

<b>Receipts since last meeting</b>			
<b>Payee</b>		<b>Details</b>	<b>AMOUNT</b>
HCC		County Councillor small grant	500.00
Droxford resident		Donation raised at Country Fair	12.00
			<b><u>512.00</u></b>

**Bank Reconciliation 1/04/2016 - 30/06/16**

**BANK :**

Curent Account: Unity Trust Bank A/C No. ...455		
Balance as per bank statement No 64 at 30/06/16		£ 746.67
<u>Add</u> o/s lodgment:		
IV 7 Parents ' donation Play Project	£12.00	£758.67
<u>Less</u> unrepresented cheques:		
EV 16 B Chandler	£ 6.50	
EV21 EMS June	£ 300.00	<u>(£306.50)</u>
		£ 452.17

Deposit Account: Unity Trust Bank A/C No. ...069		
Balance as per bank statement No 59 30/06/16		£ 23,401.88

Cemetery Account: Unity Trust Bank A/C ....980		
Balance as per bank statement No 9 at 30/06/16	£ 1,711.87	<b>£25,565.92</b>

**CASH BOOK:**

Balance a per Cashbook 30/06/16

Balance b/f 1/04/16

£ 17,382.88

Add Receipts 1/4/15 - 30/06/16

£ 11,960.01

Less Payments 1/4/16 - 30/06/16

( £ 3,776.97 )

**£25,565.92****APPENDIX C – ROLLING ACTION PLAN (actions updated to 14 July)**

<b>Minuted item</b>	<b>Action</b>	<b>Due date</b>	<b>Responsibility</b>	<b>Progress</b>
221.15	Review plot rental agreement - MoU		JM	Work in progress
236.15.3	Enforcement Check email trail to David Townsend	21 April	Clerk	Report received ONGOING
240.15	Memorial bench to be sited in Cemetery	Summer	Clerk	Location agreed
244.15.1	Contact ROW officer to consult Definitive Map held by HCC Countryside Access	April	Clerk	ON HOLD pending request to landowner to check deeds.
16.17.4	Review Cemetery Regs & practices	July	BC/Clerk	
16.20.4	Decide new location of grit bin Move grit bin	Summer	Council CH	ACTIONED To be agreed
16.20.5	Enquire ownership of triangle of land north corner of junction of B2150 with A32	asap	Clerk	
16.32.2	a) Publish new charges on website, advise funeral directors b) Advise DCC c) Advise allotment holders. Publish new charges on website	July	Clerk	
16.32.3	Publish Parish Green charges on website	July	Clerk	
16.33.1	Apply for HCC County Cllrs Devolved Budget grant	July	NF	ACTIONED
16.33.2	Continue improvements and repairs/place order for playbark.	Summer	NF/MD	
16.33.3	a)Clerk to liaise with Steve Banks b)Cemetery tour / meeting of Cemetery Working Group	Tba Summer	Clerk Clerk/BC/PG	ACTIONED
16.35.1	Request details form HCC Countryside Access to obtain & Install	Summer	Clerk	1 form completed (HM), 1 form outstanding (DB)
16.35.2	Lengthsmens' program + Strim nettles by the zipwire	June	Clerk	Program half complete. PC owed 1 lengthsmen day
16.36.3	To identify exact location of the grit bin	June	Clerk/MD	ACTIONED
16.37.1	HALC logins to MD, CH, PG	June	Clerk	