

DROXFORD PARISH COUNCIL
Minutes of the Meeting of Droxford Parish Council
7.30pm on Thursday 21 September 2017 at the Village Hall, the Square, Droxford

PRESENT: Barbara Chandler – Chair, Mark Dennington, Chris Horn, Colin Matthissen, Janet Melson, Vic-Chair, Ann Newman.
IN ATTENDANCE: County Councillor Roger Huxstep (arrived 8.35pm) Rosemary Hoile – Clerk
PUBLIC None

17.52 Apologies for absence:
District Cllrs Linda Gemmell, Frank Pearson, Vicki Weston

17.53 Declarations of interest: None

17.54 Minutes
Minutes of the Parish Council meeting held on 20 July 2017 had been previously circulated and were **APPROVED** as read, except for the header. The Clerk had omitted to change the header from previous minutes.

ACTION	WHEN	WHO
<u>Remove</u> 'Minutes of the Annual General Meeting of Droxford Parish Council followed by usual business'....	Friday 22 Sept	Clerk
<u>And insert</u> 'Minutes of the Parish Council meeting'...		

17.55 County and District Councillors' Reports:
District Cllr Vicki Weston had circulated her report prior to the meeting.
County Councillor Roger Huxstep: (reported out of agenda order at 8.35pm)

- HCC is in process of identifying department budget cuts to address £140m budget shortfall over next 2 years. All departments calculated a 19% budget decrease as an exercise for the Cabinet to understand the likely impact of cuts across the board prior to weighting budget cuts to different departments.
- A new pothole repairing machine has been procured called the 'Dragon Patcher'
- Cllr Huxstep will attend the Police and Crime Commissioner's meeting on 6th October. Cllr Melson said she had not heard any more about the meeting. Cllr Huxstep said he would contact her with details.

17.56 Finance, Grants & Governance

17.56.1 RESOLVED: To approve payments listed in Appendix B

17.56.2 The Council

NOTED receipts and direct debit payments

RESOLVED: To approve the bank reconciliation to 31 August 2017

17.56.3 Annual Return 2016/17 - Completion of the external audit by BDO. DEFERRED

The Clerk had not received the Notice of Conclusion of Audit. BDO had asked for more information; the Clerk had challenged the initial finding which delayed receipt of the external auditor's certificate and report for the financial year. Cllr Matthissen considered the breach of omission of an undelivered item recorded in the Cash Book from the 2016/17 asset register to be trivial. The Clerk argued that the goods were the property of the supplier until funds had cleared the bank and had requested BDO to re-consider. The internal auditor was assisting in this.

17.56.4 The Health & Safety Policy for Droxford Parish Council had been updated from 2014. The Council RESOLVED to adopt.

17.56.5 Heritage telephone kiosk and notice board: The Clerk reported the internal fittings had not been removed from the kiosk because BT asserted the kiosk is owned by Winchester City Council and not Droxford Parish Council. Cllr Melson said she distinctly recalls the Parish Council paid £1.00. The Clerk had a copy of an agreement between WCC and the Council, but it was not a signed copy.

ACTION	WHEN	WHO
Contact WCC	Asap	Clerk

- 17.56.6 Recreation Ground - schedule of work relating to car park items 1-4, excluding options, contract sum £2995.00, approved 15 June Minute ref: 17.30.2:
1. To approve revised schedule of work to include extension to car park to accommodate 4 extra parking spaces. The revised schedule includes options previously undecided. Contract sum £4990. **APPROVED**
 2. Recreation Ground – Multi Use Games Area:
To approve IDU t/a Fitness Sport to supply and install a combined games wall. Cost £5700. **APPROVED**
 3. To approve quotation to remove lower branches of lime tree and remove shrubby growth by gate.
The Clerk was still in the process of waiting for quotes. It was agreed that it was essential for works to start shortly and the Clerk should report the cost of the appointed contractor at the next meeting.
- 7.56.7 To approve renewal of the Parish Council insurance policy with Came & Company from 1 October 2017. The Council **RESOLVED** to approve renewal with Came & Company insurance brokers for one year only. Cost £1288.09 through policy under-written by Inspire.

17.57 Planning:

- 17.57.1 **New planning applications and requests for parish consultee responses received during the month of August :**

Ref: SDNP/17/03699/PRE Mylor House Swanmore Road Droxford SO32 3PT

Proposal: Single storey side extension to dwelling. Velux windows and external staircase to existing garage.

PRE-APPLICATION NOTED

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

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

The matter was considered by the SDNP Planning Committee on 13 September. Councillors submitted a further Parish Consultee response by 10 August. The planning application was **APPROVED** on the recommendation of the SDNP Planning Committee.

Ref: SDNP/17/03779/FUL Location: Office Over Meringtons Convenience Store , Droxford, SO32 3QL

Proposal: Change of use of first floor accommodation to 3 residential flats.

The Parish Consultee response expressed 'no objection' on condition that provision was made for sufficient and safe car parking spaces. Councillors would have preferred to see 2 units rather than 3 units. **PARISH CONSULTEE RESPONSE NOTED**

- 17.57.2 **Planning Report - Appendix B.**

Townsend site: Southern Water had agreed foul drainage may be discharged from the site to the treatment works at Chestnut Rise provided the condition imposed by SDNP relating to foul drainage is discharged. To date the condition has not been met therefore construction cannot start.

NOTED

- 17.57.3 The Council had been invited to submit expressions of interest for infrastructure projects required to support growth identified in the emerging SDNP Local Plan. £50,000 was listed in 2014 to replace the Sports Pavilion. The Council is mindful of the need for long term planning and the Chair reported LEADER funding was not appropriate for the Pavilion. Cllr Matthissen proposed resurfacing the Square and Cllr Dennington proposed works to the Parish Green be added.

The Council **RESOLVED** to approve noting projects need not be implemented in any particular order. Lack of development and consequently low CIL funds rendered further consideration irrelevant for the time being.

ACTION	WHEN	WHO
Upload the Council's proposals to the SDNP website	Before 29 Sept	JM

- 17.57.4 **Ash tree B2150 Hambledon Road:**

A resident had contacted the Council regarding the condition of the tree overhanging the B2150. Cllr Horn undertook to look into the matter.

ACTION	WHEN	WHO
Discuss with landowner on whose land the tree is sited.	asap	CH

17.58 Recreation Ground, Cemetery and Allotments:

17.58.1 **Open Space fund:** The current balance is £5538 to be split between purchase of play or sport equipment or can be used entirely for sport.

Post meeting note: A further £2305 has been identified (play/sport allocation to be advised) to bring the total to £7843.

17.58.2 **Recreation Ground:** Quotes for tree work to the lime tree by the barrier and shrubs in the vicinity of the timber gate were awaited. Notification of the contract start date and receipt of insurance cover was required from Authorn Ltd before the Council issues the contract.

17.58.3 **Cemetery:** the Clerk reported an interment of ashes and a re-opening of a grave will take place on 10 and 13 October respectively. One of the families reside outside the civil parish of Droxford, contrary to Droxford appearing in the postal address. Confusion arises concerning the few properties in neighbouring civil parishes which potentially incur double fees charged to non-residents. The Council agreed that because ongoing Cemetery maintenance is paid by Droxford CP taxpayers, the existing scale of fees must be strictly applied.

ACTION	WHEN	WHO
Place map showing the parish boundary of Droxford CP on the community website on the Cemetery page	asap	Clerk

17.58.4 Allotments: Nothing to report.

17.59 Roads, Transport and Highways

17.59.1 **Matters arising:**

Damaged wall outside the Small House, High Street: Cllr Dennington's opinion regarding standard of workmanship on a wall in the conservation area had been passed to the Conservation Officer. No response has been received. The matter is now closed.

Drainage line across the Manor Field to the River Meon: The Environment Agency will forward a culvert inspection report and confirm where responsibility for maintenance lies.

17.59.2 The Council considered the request for two 'No HGV' signs to mitigate HGVs turning into and out of Swanmore Road. Vehicles attempting to manoeuvre occupy both north and south carriageways pose a hazard to A32 traffic at a junction where clear sight is limited. Proposed:

1. 'No Left Turn' to be placed on A32 (northbound) in advance of Swanmore Road.
2. 'No Right turn' to be placed on the southbound carriageway of Swanmore Road.

Cllr Melson expressed doubt on how effective the measure would be because drivers regularly ignore road signs. Photographic evidence is difficult to obtain when incidents occur in the middle of the night.

ACTION	WHEN	WHO
Write to Highways	asap	JM/Clerk

17.59.3 Lengthsmen work (Highways) schedule for w/c 25 September: A resident had requested overgrown verges on Northend Lane to be cut back. The finger post at the cross roads at the top of Hackett Lane require washing.

17.60 Footpaths & ROW

17.60.1 **Footpath 17:** The metal kissing gate has been installed in the paddock adjacent to No 4 Whitelands. The finger post next to Waterside was repaired by Countryside Access. The finger post at the entrance to the bridleway leading up to the Meon Valley trail was also repaired.

17.60.2 **Lengthsmen work (Footpaths) schedule for w/c 25 September:** Cllr Horn requested repairs to timber steps and overhanging hedgerow cut back on the footpath leading from Mayfield Lane to the field behind the School and allotments. (Droxford FP 8 067/8/3.) The Clerk had requested the footpath be include in the HCC Cutting list 2017. The request appears not to have been carried out.

17.61 Parish Matters

17.61.1 **Broadband in the Meon Valley**

Broadband Consultation seeking views on the specification for a new broadband Universal Service Obligation: The Council had not had time to consider in any detail Peter O'Sullivan's draft response on behalf of Corhampton & Meonstoke Parish Council, Droxford Parish Council and Exton Meeting. It was unanimously agreed that his experience and knowledge of the subject was far greater than of the members.

RESOLVED To adopt the response drafted by Peter O’Sullivan on behalf of Corhampton & Meonstoke, Droxford and Warnford Parish Councils, and Exton Parish Meetings.

ACTION	WHEN	WHO
To email the agreed response to the government consultation office at the Department for	Before mid-day 9 October	Clerk

Peter O’Sullivan had also identified a number of different issues in the various villages for the separate Parish Councils to address.

ACTION	WHEN	WHO
To liaise with Peter O Sullivan		JM

17.61.2 **Strategic Plan Working Group:** See Minute ref: 17.56.6

17.61.3 Members considered amending the following Council meeting dates to enable the Clerk to attend a family event on 14 December. The January meeting to be brought forward for a more equable interval before the February meeting.

a) To approve moving the meeting on 14 Dec to 7 December 2017. **APPROVED**

b) To approve moving the meeting on 18 January to 11 January 2018. **APPROVED**

17.62 Consultations, Meetings & Training.

17.62.1 Hampshire Parishes workshop, Festival Hall, Petersfield 6.30 - 9.30pm 27 September 2017. Cllrs Dennington and Melson will attend.

17.62.2 Hampshire Police and Crime Panel: Have your say to put the brakes on traffic crime and associated nuisance. (Closed 29 August): Cllr Melson submitted a consolidated response on behalf of the Meon Valley. A forthcoming Police & Crime Commissioner meeting is scheduled for 6th October. Cllr Huxstep undertook to forward any details of the meeting on receipt of them.

17.63 Correspondence received which is not included elsewhere on the agenda.

Droxford Junior School - HCC proposals to withdraw or replace School Crossing Patrols.
The Council agreed that no response was required at this stage.

17.64 Items for the next agenda: No requests received.

17.65 Date of next meeting: 7.30 pm Thursday 19 October at the Village Hall, Droxford.

The meeting closed at 9.10pm

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

APPENDIX A – FINANCE STATEMENT

INCOME (20 July – 31 August)

	£	£
Fee - Hire of Pavilion		22.50
Pitch rent – the Square		88.00

PAYMENTS TO BE NOTED

DD O2 mobile		25.49
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ACCOUNTS - PAYMENTS TO BE AUTHORISED

EV24	BACS	Temporary Events Notice	21.00	
EV25	300193	Hampshire County Supplies		9.56
EV26	BACS	EMS South Ltd Aug maintenance + hedges	600.00	
EV27	BACS	R Hoile August/September expenses	119.33	
EV28	BACS	Droxford Cricket Club	768.00	
EV29	300194	Taurus Garden Services	290.00	

GRANTS – PAYMENTS TO BE AUTHORISED

Meon Valley community First Responders - grant (budget 2017/18)	250.00
Home Start - grant (budget 2017/18)	100.00

BANK RECONCILIATION

Current Account: Unity Trust Bank A/C No.455

Balance as per bank statement No 82 as at 31/8/17 1,348.78

Less unrepresented cheques/BACS payments:

EV19	300189	M Stevens, Bus shelter April/May/June	32.00	
EV24	300192	D Foster refund - TEN licence	21.00	
EV25	300193	HCC Supplies Inv 58050320	9.56	
EV26	BACS	EMS Inv 422 Aug maintenance + hedge cut	600.00	-662.56

Deposit Account: Unity Trust Bank A/C No.069

Balance as per bank statement No 73 as at 31/08/17 33,301.08

Cemetery Account: Unity Trust Bank A/C980

Balance as per bank statement No 23 at 31/08/17 2,712.94 **£ 36,700.24**

CASH BOOK:

Balance as per Cashbook 30/04/17

Balance b/f 1/04/17	25,919.99	
Add Receipts 1/4/17 - 31/05/17	17,835.59	
Less Payments 1/4/17 - 31/05/17	-7,055.34	£ 36,700.24

RESERVES at 31 August 2017

Allocated reserves

Capital project	22,500	
Cemetery	2,713	
ICT replacement	1,819	
General reserve	9668.24	£ 36,700.24

APPENDIX B – PLANNING REPORT 20 July 2017

6. **PLANNING**

6.1.1 NEW APPLICATIONS see agenda (applications received w/c 17 July will be considered)

6.2.1 APPLICATIONS IN PROGRESS

Reference: SDNP/17/03779/FUL

Proposal: Change of use of first floor accommodation to 3 residential flats

Address: Office Over Meringtons Convenience Store Garrison Hill Droxford SO32 3QL

Reference: SDNP/17/01630/FUL

Proposal: Demolition of an existing shop and the erection of a new detached private dwelling
Address: Droxford Antiques High Street Droxford SO32 3PA

Reference: SDNP/17/04712/DCOND

Proposal: Discharge of Condition 16 on planning consent SDNP/15/03895/FUL

Address: Townsend, Northend Lane, Droxford, SO32 3QN

6.2.1 DECISIONS

Reference: SDNP/17/02669/TCA Cameron Cottage

Address: Cameron Cottage The Square Droxford SO32 3RB

Proposal: Maintain hedge along road Cherry Laurel, Holly & Yew trees pollard to about 3.5m. The Yew trees to reduce but maintain shape.

Decision: **RAISE NO OBJECTION**

Reference SDNP/17/00751/DCOND

Proposal Discharge of Conditions 3, 11, 12 and 18 on planning consent SDNP/15/03895/FUL

Address Townsend, Northend Lane, Droxford, SO32 3QN

Decision **APPROVED**

Reference SDNP/17/00903/FUL

Proposal Proposed side extension to North elevation with direct link to North Aisle. Remove below ground boiler enclosure and take down flint faced external chimney. (Amended plans received 13.04.2017, 07.08.2017 Amending roof form)

Address St Mary and All Saints Church Droxford, The Square, Droxford, Hampshire,

Decision **APPROVED**

Reference SDNP/17/02530/HOUS

Proposal Proposed new stable block

Address Studwell Lodge South Hill Droxford SO32 3PB

Decision **APPROVED**

6.2.4 Enforcement - cases open

Reference SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane,SO32 2QW

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/17/00210/GENER Admiral Vineyard Swamore Rd Droxford SO32 3AH

Enforcement - cases closed in August

Reference SDNP/12/00199/BPC Poppydown Farm, Mayhill Lane, Droxford SO32 3AH

Reference SDNP/15/00185/COU West Spindleberry, Park Lane, Swanmore SO32 3QQ

Reference SDNP/15/00272/GENER Poppydown Farm, Mayhill Lane, Droxford SO32 3AH