

DROXFORD PARISH COUNCIL
Minutes of Droxford Parish Council meeting held at
7.30pm on Thursday 17 October 2019 at the Village Hall, Droxford.

PRESENT: Barbara Chandler, Mark Dennington, Chris Horn, Max Ford, Colin Matthissen, Janet Melson
IN ATTENDANCE: Rosemary Hoile – Clerk
District Councillor Frank Pearson, District Councillor Vicki Weston, County Councillor Roger Huxstep.

- 19.56 Apologies for absence. ACTION**
Parish Councillor Di Shepherd, District Councillor Linda Gemmell.
The Chair changed the order of the agenda to bring forward Agenda item 7. Recreation Ground, Cemetery & Allotments. Cllrs Dennington and Ford were obliged to leave the meeting early. Cllr Mathissen requested the same for Agenda item 5. Finance. For the purpose of clarity the minutes are recorded in order of the original agenda.
- 19.57 Declarations of disclosable pecuniary and non-pecuniary interest.**
19.57.1 None.
19.57.2 Chair's Announcement.
The Chair paid tribute to Liz Stewart who had died unexpectedly. Liz Stewart had contributed much to the community for over 40 years, including as past Chair of the Parish Council, long term member of the Parochial Church Council and a former Church Warden.
- 19.59 Minutes.**
19.59.1 **RESOLVED:** Clerk to publish
The minutes of the Parish Council meeting held on 19 September 2019 were approved as a true and accurate record.
19.59.2 Review of Matters arising not on the agenda: All
None. The Chair referred the Council to Appendix C list of actions where applicable.
- 19.60 Public Forum:**
No members of the public were present.
19.60.1 County Councillor Roger Huxstep reported -
'Vision for Hampshire 2050' is the conclusion of the Commission of Inquiry unanimously adopted by HCC. Expert opinion was sought to look at emerging trends due to the effect of digitalisation and climate change to help shape future policy. See www.hants.gov.uk for Hampshire 2050.
Library Funding will be subject to significant budget cuts which will involve closures, reduction of opening hours or relocation. Proposals will be drawn up for public consultation.
Vaccinations. A reminder from Public Health England (PHE) to defined age groups to arrange vaccinations for protection against MMR, the 4-in-one booster for diphtheria, tetanus, whooping cough and polio. Over 65s and carers of those at risk should be vaccinated for influenza.
19.60.2 District Councillor Frank Pearson reported that the volume of continental lorries from Portsmouth via Swanmore Road, Droxford to Hill Orchard Farm (Axtons) is under debate at WCC. His report covers in more detail - Clerk to monitor
Citizen assemblies and 'Called Forums'. The former applies mostly to the city, the latter to the large sites at North Whiteley, Kings Barton and Newlands.
Waste Collection . Kerbside bottle collection has started but Hambledon, Swanmore, and Bishop's Waltham bottle banks remain open.
Kerbside kitchen waste collection is still being costed. The drawback is lack of facilities to treat in Hampshire.
Unforeseen Levy. Project Integra has been scrapped. WCC has received a local authority fine of £500,000 for contaminated dry recyclables. This will be a major budget problem

which may entail a 3% increase in the City portion of the Precept; free car parking to be dropped in certain postcodes and a charge for garden waste.

CLlr Weston had previously circulated her report but added WCC had introduced a new pre-application service.

19.61 Finance, Grants & Governance

- 19.61.1 Receipts and expenses: The Council **RESOLVED** to approve
a) Bank reconciliation to 30 September 2019 – Appendix A.
b) Statement of Reserves at 30 September 2019.
c) Payment of accounts listed in Appendix A. **CM / Clerk to review/ update monthly**
- 19.61.2 The Council **NOTED** actual expenditure incurred between 1 April – 30 September 2019 against budgeted expenditure for that period.
- 19.61.3 Review of Policies and Governing Documents:
1. Droxford Financial Regulations.
The Council agreed to defer until after the National Association of Local Councils 2019 version has been issued in order to achieve compliance.
2. General Data Protection Regulations.
CLlr Ford will conduct an initial review and present recommendations at a later meeting. **MF**
- 19.61.4 Annual Governance and Accountability Return (AGAR) for year ended 31 March 2019:
a) Conclusion of Audit 2018/19.
The Council **ACCEPTED** the external auditor's opinion.
b) External Auditor's Report and Certificate.
In response to CLlr Matthissen's query, PKF Littlejohn asserted inadequate information had been provided which was that £14,000 of £14,999 was predominantly a single payment to one supplier. The Clerk had not seen PKF Littlejohn's request to account for £999 in detail. Nonetheless the external auditor's opinion was that the 2018/19 audit return was in accordance with proper practices and no other matters had come to their attention to give concern arising from legislative matters.
- 19.61.5 Matters arising: Debtor
The debtor has set up a Standing Order for the monthly sum requested. The Council was content.
- 19.62 Planning:**
- 19.62.1 New planning applications:
Ref: SDNP/19/04490/TCA
Location: Napier House , Swanmore Road, Droxford, SO32 3PT
Proposal: Beech (T1) Selective tip reduction of circa 40 overlong branches standing outside the main canopy edge by up to 3m to natural target pruning points with a maximum wound diameter of 75mm – ref Tree Survey Report Ref: J1193 dated Aug 2019.
THE COUNCIL MADE NO COMMENT.
- 19.62.2 Planning Report - Appendix B: **NOTED**
- 19.62.3 Enforcement: Hill Farm Orchards, Swanmore.
Ref: 19/00105/BCOND Hill Farm Orchards, Droxford Road Swanmore. Breach of conditions
Ref: 18/00346/BLEG Hill Farm Orchards, Droxford Road, Swanmore. Alleged breach of legal agreement.
District Councillor Pearson reported an update had not been provided. He will pursue. **Clerk**
- 19.62.4 Community Infrastructure Levy (CIL):
Members of the Council met with the SDNP Projects Planning Lead on 16 October to discuss where accrued CIL funds could be optimised. The Parish Council holds £4798 for Open Space. SDNP holds Transport Contributions arising from developments at Townsend and Clementine Cottage totalling £39,109. The Council was advised to prepare costed plans for open space and infrastructure projects ready to submit to SDNP when funds are available for release. Schemes –to be considered for transport contributions will include re-surfacing of the Square and road safety measures elsewhere. Open Space funds could be applied to the Parish Green. It was noted that any Highways

scheme would have to involve consultants and would be very expensive. WCC and Hampshire Highways officers will be consulted.

19.63 Recreation Ground, Cemetery and Allotments:

- 19.63.1 The Pavilion: Matters arising.
Cllr Dennington reported the first phase of refurbishment had been completed for less than £50 over budget. Payment in full of the Contractors invoice for £24,750 plus VAT was recommended and approved. Savings were achieved by installing insulated ceiling panels instead of insulating the roof space, balanced by additional spend on £1318 to create the new door opening and £1480 to remove asbestos. Phase 2 will include installation of a kitchen, a disability access concrete ramp beneath the new door opening and boxed seating to store sports equipment. A floor covering will be required suitable to withstand use by cricketers' footwear. A target date for full completion has been set for 1 April 2019, further details will be provided at the November meeting. **MD**
- 19.63.2 Cemetery: Matters arising:
a) Removal of shed: Postponed. The contractor advised against churning up wet ground with the tractor. **Clerk to monitor**
b) Badgers digging around graves – the application process for a licence to move a badger sett has been started.
b) Tree surgeons crown lifted sycamores overhanging the southern side of the grassed area and trees on the north and western boundary. The dead ornamental tree next to the beech hedge was felled.
- 19.63.3 Allotments:
19.63.3.1 Revised Agreement and Terms & Conditions of Rent. The final draft had been circulated. Significant changes are a request for a deposit, a ten year tenancy with a 1 month notice period either way, and a ban on growing illegal substances. The aim is to encourage allotment holders to maintain their plots in a tidy state. The Clerk was asked to circulate the revised Agreement to allotment holders with a request they submit any comments and suggestions by 15 November. **Clerk**
- 19.63.3.2 Matters arising:
a) Sealing of the Well – There had not been an opportunity to arrange. **ONGOING** **MD/CH**
b) Vacant plots – all the plots have been taken. **CLOSED**
c) Request from Droxford Junior School to erect a gate in the boundary fence between the School grounds and the allotments – The Council is waiting for a response form G. Horn & Sons **ONGOING** **CH**
- ### 19.64 Parish Matters
- 19.64.1 Proposals for Parish Green:
The Council agreed treatment of the Parish Green and The Square must be considered together. A design for a Memorial Garden had been commissioned and alternative surfaces to black tarmac to re-surface the Square are being looked into.
- 19.64.2 Neighbourhood Watch (NW):
Nigel Prior will be at the Village Hall at 12.30 pm Saturday 26 October to provide advice on reinvigorating NW in Droxford.
- 19.64.3 Autumn Tidy Up:
Volunteers to meet at the Village Hall at 10.00 am. Litter picks, hi-viz jackets and sacks will be provided.
- 19.64.4 Scarecrow Festival:
The organiser had requested the Council, through the Chair, to take the lead in organising future festivals. It was agreed that although the festival had been very successful and brought many people into the village the Council is not resourced for event management. The Council agreed that if a Scarecrow Festival were proposed in future, it would provide support as appropriate (eg website) and some financial assistance. **Clerk to diarise 2021/22**
The Chair proposed that the Council asks the organiser to indicate a sum to cover administration costs for the Council to include in the 2021/22 annual budget. Unanimously **APPROVED**
- 19.64.5 Matters arising not on the agenda - Appendix C
Actions still outstanding were **NOTED.** **Clerk to update**

- 19.65 Correspondence received requiring the Council's attention**
- 19.65.1 a) HGV access to Swanmore Road from Midlington Road.
b) Traffic congestion on Park Lane (near Droxford Junior School), Police Station Lane and Union Lane.
The Chair had responded to residents to explain highway matters are referred to District and County Councillors to take up with LA officers. **Clerk pass to WCC & HCC Cllrs**
- 19.65.2 To consider a request received from the Meon Valley Garden Club to plant a mature oak sapling in memory of Professor Alan Hibbert 'somewhere in Droxford'.
The Open Spaces Working Group will look for a suitable location. **BC/DS/JM**
- 19.66 Consultations, Meetings and training.**
- 19.66.1 SDNP Hampshire Parishes Workshop Meon Hall 6.30pm 29 October at the Meon Hall. **JM /Clerk**
- 19.66.2 Draft SDNP Affordable Housing Supplementary Planning Document. Consultation closes 5pm 19 November 2019. The Chair will read the document and comment if applicable. **JM**
- 19.67 Items for the next agenda:**
Review GDPR policy. **MF**
- 19.68 Date of next meeting:**
7.30 pm Thursday 21 November 2019 at the Pavilion, Droxford Recreation Ground.

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

APPENDIX A – FINANCE STATEMENT 17 October 2019

RECEIPTS TO NE NOTED 1 – 30 September 2019

	£
SO Square rent	44.00
Chq Grant of Exclusive Right of Burial	875.00
Sale of folding seats	75.00
Precept part 2 of 2	16,196.00
VAT refund	4,254.99
Total	20,644.99

DD/SO and PRO-FORMA PAYMENTS TO BE NOTED 1 - 30 September 2019

SO Clerk salary – September	505.70
DD O2 Mobile telephone (50% to be refunded by C & M PC) September	17.69
DD Castle Water	16.22
Total	539.61

PAYMENTS TO BE AUTHORISED

Chq/BACS

BACS Acorn Tree Specialists	705.00
BACS EMS South Inv 1648 Sept grounds maintenance contract	300.00
BACS WCC Inv 5100592314 dog bin emptying Jul – Sept	35.00
BACS R Hoile office expenses	35.65
BACS RSE Electrical & Maintenance Ltd	29,724.00
BACS G. Horn & Sons - allotment ground rent payable	50.00
BACS M Stevens – Bus shelter	32.00
BACS HCC Inv 3611156906 - street lighting 1/4/19 -30/9/19	392.31
Total	30,881.65

BANK RECONCILIATION 30 September 2019

BANK ACCOUNTS		£	£	£
Current Account: Unity Trust Bank A/C No.455				
	Balance as per bank statement No 116, 30/09/19		3,489.97	
Deposit A/C: Unity Trust Bank A/C No....069				
	Balance as per bank statement No 99 30/09/19.		67,186.26	
Cemetery A/C: Unity Trust Bank A/c No...980				
	Balance as per bank statement No 49, 30/9/19		3,516.37	
<u>Less unrepresented cheques</u>				
	EMS Inv 1648 Sept contract	-	300.00	<u>73,892.60</u>
CASH BOOK:				
	Balance b/f 1/04/19	45,705.02		
	Add Receipts 1/4/18 - 30/9/19	38,385.82		
	Less Payments 1/4/18 - 30/9/19	- 10,198.24		<u>73,892.60</u>
RESERVES:				
	Community Infrastructure Levy	7,906.20		
	Capital expenditure	18,790.00		
	Raise 4 the Rec donations for Pavilion refurbishment	3,280.00		
	Cemetery	3,512.83		
	ICT	<u>2,000.00</u>		
	Total - allocated reserves	35,489.03		
	Part 1 & 2 received of Precept 2019/20	32,392.00		
	Less parish overheads to 30 September	16,196.00	<u>16,196.00</u>	
	Total - unallocated reserve	22,207.57		<u>73,892.60</u>

APPENDIX B – PLANNING REPORT 17 October 2019

1. APPLICATIONS DETERMINED

Ref: SDNP/18/02338/DCOND

Proposal: Discharge of condition 4 of approved planning permission SDNP/17/03779/FUL

Location: Office Over Meringtons Stores Garrison Hill Droxford SO32 3QL

DECISION: SPLIT DECISION

Ref: SDNP/19/03739/FUL and SDNP/03740/LIS

Proposal: amendment to a consented scheme for the conversion of the stables, garage and woodshed to North End House into a two bedroom house.

Location: Northend Stables , Northend Lane, Droxford, SO32 3QN

DECISION: APPROVED

Ref: SDNP/19/04615/TCA

Location: The Small House, High Street, Droxford

Proposal: T1 Yew to trim branches by 1m T2. Reduce height by 1m T3 Sycamore. Remove small branches above green house.

DECISION: RAISE NO OBJECTION

Ref: SDNP/19/04179/TCA

Proposal: The trees stand to the rear of Briar Cottage, Hawthorne House and Cedar Cottage South Hill Droxford, 3 x mature Sycamore trees to prune back overhanging canopy to boundary fence line.

Location: Briar Cottage, South Hill, Droxford SO32 3PB.

DECISION: RAISE NO OBJECTION

Ref: SDNP/18/05942/HOUS

Proposal: Removal of hedge alongside boundary fence.

Location: Yew Tree Cottage , High Street, Droxford, SO32 3PA

DECISION: APPLICATION WITHDRAWN

2. DECISION PENDING

Ref: SDNP/19/04320/HOUS and SDNP/19/04321/LIS

Proposal: Replacement windows. A change from the existing french windows to side hung casement windows.

Work to the rear elevation ground floor only.

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

Ref: SDNP/18/06578/FUL

Location: Stable Cottage, Garrison Hill, Droxford, SO32 3QL

Proposal: Replacement dwelling.

Ref: SDNP/19/02207/TCA

Location, Meadowbank, Mill Lane, Droxford SO32 3QS

Proposal: Scots Pine (T1) - fell due to sap nuisance repeatedly damaging the paintwork of our neighbour's cars and risk to power lines if a branch falls as did a branch from a similar tree 50 yards further up the lane four years ago, now felled.

Bay tree, two apple trees, maple tree, laburnum tree and crab apple tree already in close proximity so no need to replant.

3. APPLICATION IN PROGRESS

Ref: SDNP/19/04031/HOUS

Proposal: Proposed single story extension, two storey barn extension and minor revisions to previous extant permission.

Location: The Mill House, Mill Lane, Droxford SO32 3QS.

Ref: SDNP/19/04517/CDN

Proposal: Variation of condition no.2 of approved planning consent SDNP/18/01262/HOUS

Location: Waterside , Midlington Road, Droxford, SO32 3PD

Ref: SDNP/19/02489/FUL

Location: Northend Farm Cottage, Northend Farm Lane, Droxford, SO32 3QN

Proposal: New detached dwelling with garage.

Ref: SDNP/19/04526/TEL

Proposal: erect 1x10m pole (8.2m above ground) and 1x 8m pole (6.35m above ground)

Location: St Marys and All Saints Church, The Square, Droxford, Southampton, Hampshire, SO32 3RB

Ref: SDNP/19/04490/TCA

Location: Napier House, Swanmore Road, Droxford, SO32 3PT

Proposal: Beech (T1) Selective tip reduction of circa 40 overlong branches standing outside the main canopy edge by up to 3m to natural target pruning points with a maximum wound diameter of 75mm - In accordance with Tree Survey Report Ref: J1193 dated Aug 2019.

4. ENFORCEMENT - EXTANT

Ref: 19/00105/BCOND Hill Farm Orchards, Droxford Road Swanmore. Breach of conditions

Ref: 18/00346/BLEG Hill Farm Orchards, Droxford Road, Swanmore. Alleged breach of legal agreement.