

**DROXFORD PARISH COUNCIL**  
**Minutes of Droxford Parish Council meeting held at**  
**7.30pm on Thursday 19 September 2019 at the Village Hall, Droxford.**

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

- 19.43 Apologies for absence.** **ACTION**  
District Councillor Vicki Weston
- 19.44 Declarations of disclosable pecuniary and non-pecuniary interest.**  
Cllrs Melson and Ford declared an interest in planning application ref: SDNP/19/04320/HOUS & SDNP/19/04321/LIS as neighbours (Minute ref: 19.59.2.1 refers). Cllr Horn declared an interest in agenda item 7.3.2. as a landowner.
- 19.45 Minutes.**
- 19.45.1 **RESOLVED:** **Clerk to publish**  
The minutes of the parish council meeting held on 18 July 2019 were approved as a true and accurate record.
- 19.45.2 Review of Matters arising not on the agenda.  
Parish Green:  
The Chair had been handed a copy of the original design for the entrance gate and memorial pillar. The design drawn in 1953 precedes that of the existing gates and memorial built with the help of public subscription. It has become apparent that a wider entrance is much easier for wedding cars and hearses to access the Church. Taking the existing route of the Right of Way through the gates as a starting point, the route cannot be diverted without incurring very high fees to pay for the statutory process. The two entrances do not work and the grass triangle is aesthetically unappealing and difficult to maintain. The Revd. Anthony Hulbert has offered to raise funds for the gates to be refurbished. Grants for War memorials are also available. The Chair proposed the Parish Green be put on the October agenda for formal consideration by the Council.  
*(Clerk's note: The Hulbert family have a long and distinguished association with Droxford and paid for the stained glass window above the alter following bomb damage to the original in WW2 )*
- 19.46 Public Forum:**
- 19.46.1 County Councillor Roger Huxstep had previously circulated his report.  
Operation Resilience - update. Carriageway surface treatment had been completed on Northend Lane and the top half of Chestnut Rise as part of rolling road maintenance programme.  
HCC budget. HCC must find £80m savings despite facing a significant funding gap due to further reductions in Government funding and its obligation to meet the cost of ever increasing demand for social care. The percentage of cuts is being applied equally across all departments with the result that £40m must be saved from Social Services departments and £40 from elsewhere.  
Adoptive Assistive Technology has generated £8m in savings in Social Services  
Waste & Recycling. HCC is responsible for disposing of approximately 100,000 bin loads of waste collected from across the county every day. WCC is responsible for house to house collection. Notwithstanding disruption caused by vehicles breaking down and low manpower levels the current contract is to be extended by one year. A kerbside glass collection will start in October
- 19.46.2 2019.  
The Chair proposed to change the order of the agenda and invited Mrs Diane Shepherd to speak in connection with her application to be a Parish Councillor.
- 19.47 Co-option of a Parish Councillor:**  
Following Mrs Shepherd's summary of her careers, members unanimously agreed all the requirements to undertake the role of a councillor would be more than fully met.

The Council **UNANIMOUSLY RESOLVED** to co-opt Diane Shepherd as a member of Droxford Parish Council. The signed Acceptance of Office and Register of Interests, Gifts & Hospitality to be handed to the Clerk following the meeting.

#### 19.48 Finance, Grants & Governance

- 19.48.1 Receipts and expenses: The Council **RESOLVED** to approve  
a) Bank reconciliation to 31 August 2019 – Appendix A.  
b) Statement of Reserves at 31 August 2019.  
c) Payment of accounts listed in Appendix A.  
d) To disburse grants approved in 2019/20 budget to Home Start £250, Community First Responders (payable to Southern Central Ambulance Service) £250. **CM to review and Clerk to update monthly**
- 19.48.2 **RESOLVED:** To approve purchase of a new laptop for £541.66 plus VAT. **Clerk**
- 19.48.3 Annual Governance and Accountability Return (AGAR) for year ended 31 March 2019:  
The Council **NOTED** receipt of  
a) Conclusion of Audit. **Clerk /CM**  
b) Final External Auditor Report and Certificate. Cllr Matthissen queried a contradiction in the external auditor's report and will seek clarity from PKF Littlejohn. The Clerk will forward contact details to Cllr Matthissen.
- 19.48.4 Parish Council Insurance:  
The Council **RESOLVED** to renew Parish insurance cover through Axa Inspire with Came & Company from 1/10/19 – 31/9/20 on condition the revised quotation to insure new play equipment does not exceed £25 above the quotation provided.  
(Post meeting note: Councillors agreed to a binding three year Long Term Agreement by email. Cost £667.73. **Clerk**
- 19.48.5 Matters arising: Debtor  
No response has been received to the Council's proposal to write the outstanding debt off if the debtor sets up a standing order. The Clerk will continue to monitor. **Clerk**
- 19.48.6 Structure and Operation of the Parish Council:  
The Chair invited comment on proposals previously circulated to consolidate responsibilities under fewer headings to draw on particular experience or skills where and when necessary. Consideration of spare time available for all councillors in full time employment must be taken into account; Max Ford would be consulted on all legal matters, time permitting.  
It was **RESOLVED** to approve the following Working Groups:  
Green Spaces - Barbara Chandler (Lead) and Di Shepherd. **BC to update website**  
With oversight for maintenance of parish assets at the Recreation Ground and the Pavilion, the Allotments, the Cemetery, the Square, the Village Green and the Parish Green.  
Finance – Colin Matthissen and Janet Melson. Max Ford (if necessary)  
With oversight of day to day running of the Council, assets and governance. Risk management.  
Planning – Mark Dennington and Chris Horn  
To examine new planning applications and make recommendations for comment to the Council. To pursue enforcement matters. To engage with planning officers.  
Roads and Footpaths – Janet Melson, Max Ford.  
To represent the interests and concerns of residents and engage with the relevant local authority when required. The current volunteer who assists will be asked to continue. The Chair expressed satisfaction that the Council is at full strength at present.
- 19.48.7 Citizens Advice – request for a donation: **RESOLVED** **Clerk**  
In 2018/19 14 parish residents received advice regarding 49 issues, which was a £14,000. income gain for applicants. The Council unanimously approved a donation of £150.00
- 19.48.8 Matters arising: The Pensions Regulator:  
The Clerk advised the date by which the Council's legal obligation to re-enrol employees in a workplace pension scheme is 31 October and not 31 December 2019 as previously understood. **Clerk**

<b>19.49</b>	<b>Planning:</b>		
19.49.1	<u>Planning applications - Parish Consultee comment validated between meetings.</u>		
	<b>Ref: SDNP/19/03739/FUL and SDNP/19/03740/LIS</b>		
	Proposal: an 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.		
	The Council had commented that consent should be conditional upon the building remaining tied to the main building to which the service buildings are ancillary and raised concern regarding provision for parking. Full comment can be viewed on the planning portal.		
19.49.2	<u>New planning applications:</u>		
19.49.2.1	<b>Ref: SDNP/19/04031/HOUS</b>		
	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.		
	The Council made <b>NO COMMENT</b> .		
19.49.2.2	<b>Ref: SDNP/19/04179/TCA</b>		
	Cllr Matthissen declared personal and pecuniary interest and took no further part in the discussion.		
	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.		
	The Council made <b>NO COMMENT</b> .		
19.49.2.3	<b>Ref: SDNP/19/04517/CDN</b>		
	Proposal: Variation of condition no.2 of approved planning consent SDNP/18/01262/HOUS		
	Location: Waterside, Midlington Road, Droxford, SO32 3PD.		
	The Council made <b>NO COMMENT</b>		
19.49.2.4	<b>Ref: SDNP/19/04320/HOUS and SDNP/19/04321/LIS</b>		
	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		
	The Council made <b>NO COMMENT</b>		
19.49.2.5	<b>Ref: SDNP/19/04526/TEL</b>		
	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, SO32 3RB.		
	Regret was expressed at the proposal because the Council is striving to enhance the appearance of the Parish Green.		
	Cllr Matthissen abstained, three councillors raised <b>OBJECTION</b> . The proposal affects the setting of a Grade 1 listed building and cuts across a Right of Way. There has not been any consultation. The statutory notices issued by SDNP do not coincide with dates stated.		<b>MD</b>
19.49.2	Planning Report - Appendix B: <b>NOTED</b>		
<b>19.50</b>	<b>Recreation Ground, Cemetery and Allotments:</b>		
19.50.1	Recreation Ground & Pavilion.		
19.50.1.1	Refurbishment of the Pavilion:		
	Cllr Dennington reported the bi-fold doors have been installed and the decorators will start w/c 23 September. It was generally agreed that a significant improvement and use of the facility had been achieved by opening up the front elevation to enable wider circulation space. Quotations will be sought for the kitchen.		<b>MD</b>
19.50.1.2	Play area:		
	Repairs to swing shackles and timber trail fixings have been completed.		
19.50.1.3	The Chair moved an emergency motion to donate up to £250 to the Scarecrow Festival, to enable the event to go ahead as planned. The motion was carried unanimously. <b>RESOLVED</b>		<b>Clerk to check receipts</b>

19.50.2	Cemetery: It was agreed the Cemetery Working Group should meet to review more regular maintenance.	BC/DS
19.50.2.1	Matters arising: a) The Shed. The Clerk reported the shed had not been moved, the contractor has been reminded. b) Communication. Cllr Chandler proposed installing a notice board displaying Cemetery regulations following a visit to West Hoe Cemetery to aid understanding of visitors to the Cemetery. Other improvements included a wild flower meadow, an area for a dedicated pets cemetery and easy to maintain soft hedging to grow through and hide metal fencing above Cut Throat Lane. Proposals will be considered by the Green Spaces Working Group.	Clerk to pursue. BC/DS
19.50.2.2	Maintenance: a) Badgers. Attempts to tunnel around a grave was reported to the Clerk. Badgers are protected by law (Protection of Badgers Act 1992). Enquiries were made with the Badgers Trust who directed the Clerk to Natural England. Licences to move badger setts are issued by Natural England. A consultant will be required to advise. The Council are aware advice will not be inexpensive. The Clerk was requested to apply for a license. b) Tree surgery will take place w/c 23 September to crown lift sycamores overhanging the southern side of the grassed area.	Clerk
19.50.3	Allotments:	
19.50.3.1	Review of terms and conditions of rent: Cllr Ford had previously circulated proposed revisions; comments from the Council had been sought. He will incorporate recommendation into the final draft for consultation with allotment holders in the Autumn.	MF
19.50.3.2	Droxford Junior School request for direct access to the allotments. The School enquired if a gate could be installed the fence between school and the allotments. Cllr Horn had declared a pecuniary interest as a member of the Horn family. It is not a matter which the Council can determine. The Council pays an annual ground rent to G. Horn and Sons for use of the land. Cllr Horn will convey the request to Stephen Horn for his decision.	Clerk CH
19.50.3.	Matters arising: a) Sealing of the Well: Cllr Dennington and Horn will follow up. b) Vacant plots. One plot had been let but interest in the second plot had failed to materialise. Cllr Chandler will follow up.	MD/CH BC
<b>19.51</b>	<b>Highways, Roads, Transport, Footpaths &amp; Rights of Way</b>	
19.51.1	Matters arising: HCC and SSE Power repairs and maintenance The Council noted that no work had been carried out by HCC for scheduled repairs to the damaged curb and replacement bollards above the junction of Swanmore Road with A32. SSE Power had not cut down overgrown foliage obstructing the street light on Union Lane.	Clerk to monitor.
19.51.2	Encroaching vegetation on footpath along A32. (HCC tracking No.21444425) The report remains open, vegetation has not been removed. The Chair asked Cllr Huxstep to pursue highways matters with HCC officers.	MD/Clerk to monitor
19.51.3	Through traffic on Union Lane and Police Station Lane: Residents of Park Lane, Police Station Lane and Union Lane contacted the Council regarding levels of speed, driver behaviour, obstruction and congestion. There is a lack of safe spaces for school children to walk. The School had requested parents to drop off and collect from the Fire Station or the Square instead of causing congestion inconveniencing residents of the Park. The result is congestion in and around the Fire Station which affects residents of Park Villas. The Chair had met with all parties to explain the Council's limited role in resolving Highways matters. She proposed the Council looks into if and how a safe walking space could be achieved part funded by CIL funds, supplemented if necessary by a Community Infrastructure Initiative.	MF/JM/ Clerk

- 19.52 Parish Matters**
- 19.52.1 VE Day.  
The Chair had met with the Rector prior to the Parish Council Meeting. The purpose of the meeting was to de-conflict the timing of parish civil with ecclesiastical events. The meeting was not attended by representatives of other organisations who may be interested in mounting an event. The Chair and Rector had concluded that perhaps it was too early. They agreed to a joint PCC/PC article in the Bridge magazine in Spring. **JM**
- 19.52.1 The Council **NOTED** Minutes of the Meon Valley Community Bus Association APM held on 17<sup>th</sup> July 2019.
- 19.53 Consultations, Meetings and training.**
- 19.53.1 SDNP Hampshire Parishes Workshop Meon Hall 6.30pm 29 October at the Meon Hall. **JM**  
The Chair will attend if no-one else is available.
- 19.53.2 Parish Charter: Winchester District Association of Local Councils 2pm Thursday 19th September 2019 at Whiteley Town Council's offices.  
The Chair reported her attendance that afternoon. She had been disappointed by the lack progress on the Parish Charter but current discussions clarified the expectations of Parish councils.
- 19.53.3 Parish logo.  
The Heritage Group had requested permission to incorporate the parish logo in their literature. **APPROVED** **Clerk**
- 19.54 Items for the next agenda:** **CM**  
Parish Green, Review of Financial Regulations, Review of GDPR policy. Neighbourhood Watch. **JM/MD**  
**BC**
- 19.55 Date of next meeting:**  
7.30 pm Thursday 17 October 2019 at Droxford Village Hall.

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

APPENDIX A – FINANCE STATEMENT 19 September 2019

RECEIPTS TO NE NOTED 1 July – 30 August 2019

Donations (Hamilton, Foster)	£ 45.00
<b>Total</b>	<b>45.00</b>

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

SO Clerk salary – JULY	505.70
SO Clerk salary - AUGUST	505.70
DD Castle Water	185.07
DD O2 Mobile telephone (50% to be refunded by C & M PC) JULY	17.21
DD O2 Mobile telephone (50% to be refunded by C & M PC) AUGUST	17.69
BACS EMS inv July contract	300.00
<b>Total</b>	<b>1,531.37</b>

PAYMENTS TO BE AUTHORISED

Chq/BACS

BACS Novatech – Laptop (if approved)	541.66
BACS Outdoor Classrooms Inv 2044	114.00
BACS Estates Maintenance Services Ltd Inv 1577 – August contract.	300.00
BACS Droxford Village Hall	58.50
BACS R Hoile – August expenses	53.54
BACS South Central Ambulance	250.00
BACS Homestart	250.00
BACS Pimp My Paddock	195.00
BACS PKF Littlejohn LLP	240.00
<b>Total</b>	<b>2002.70</b>

BANK RECONCILIATION 31 August 2019

BANK ACCOUNTS		£	£	£
Current Account: Unity Trust Bank A/C No. ....455				
	Balance as per bank statement No 114, 31/08/19		1,106.36	
Deposit A/C: Unity Trust Bank A/C No....069				
	Balance as per bank statement No 98 31/8/19.		50,935.19	
Cemetery A/C: Unity Trust Bank A/c No...980				
	Balance as per bank statement No 48, 31/08/19		3,512.83	
<b>Less unrepresented cheques</b>				
	EV22 Sam Crutchfield t/a Outdoor Classrooms	- 114.00		
	EV18 EMS Inv 1577 July contract	- 300.00	- 414.00	<b>55,140.38</b>
<b>CASH BOOK:</b>				
	Balance b/f 1/04/19	45,705.02		
	Add Receipts 1/4/18 - 31/05/19	16,882.22		
	Less Payments 1/4/18 - 31/5/19	- 7,446.86		<b>55,140.38</b>
<b>RESERVES:</b>				
	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	2,000.00		
	<b>Total - allocated reserves</b>	<b>35,489.03</b>		
	Part 1 of 2 received of Precept 2019/20	16,196.00		
	Less parish overheads to 30 June	8,098.00	8,098.00	
	<b>Total - unallocated reserve</b>	<b>11,553.35</b>		<b>55,140.38</b>

APPENDIX B – PLANNING REPORT, 19 SEPTEMBER 2019

## **1. PLANNING APPLICATIONS DETERMINED**

Ref: SDNP/19/02509/TCA

Location: 1 Meon Terrace, High Street, Droxford, Hampshire, SO32 3AP

Proposal: G1 line of sycamore tree alongside 3 Meon Terrace -reduce height to approximately 18feet (height of gutter on No3 and remove 1 stem from tree at the western line, northern stem growing though fence.

**DECISION: APPROVED**

Ref: SDNP/19/02747/FUL

Location: Lisheen Oxford Lane Droxford SO32 2FL

Proposal: To demolish existing dwelling and replace with proposed one and a half storey three bedroom dwelling.

**DECISION: APPROVED**

Ref: SDNP/19/02569/BBPN

Location: Mayhill Stud Farm Swanmore Road Droxford Southampton Hampshire SO32 3PT

Proposal: Install 2 x 10 m Light Poles (8.2m above ground)

**DELEGATED DECISION – PRIOR NOTICE**

Ref: SDNP/19/01660/HOUS and SDNP/19/1661/LIS

Location: Fir Hill, Stables Flat High Street Droxford SO32 3QL

Proposal: Internal alterations to existing flat, garages, stables and tack room.

**DECISION: APPROVED**

Ref: SDNP/19/02224/PRE

Location: Northend Stables, Northend Lane, Droxford, Hampshire

Proposal: Amendment to existing permission to North End House Stables

**DECISION: ADVICE PROVIDED**

Ref: SDNP/19/01764/FUL – redesignated Pappy's Place.\*

Location: Pappys Place (formerly incorrectly referred to as Spindleberry, Stable Block 2) Park Lane Swanmore SO32 2QQ

Proposal: Change of use from agricultural to equestrian.

**DECISION: APPROVED**

Ref: SDNP/18/04004/PRE

Location: The Mill House, Mill Lane, Droxford

Proposal: Alterations to a previous permission 06/02779/FUL

**DECISION: ADVICE PROVIDED**

Ref: SDNP/19/02569/BBPN

Location: Mayhill Stud Farm Swanmore Road Droxford Southampton Hampshire SO32 3PT

Proposal: Install 2 x 10 m Light Poles (8.2m above ground)

**DECISION: Application not required - Prior Notification**

Ref: SDNP/19/02509/TCA

Location: 1 Meon Terrace, High Street, Droxford, Hampshire, SO32 3AP

Proposal: G1 line of sycamore tree alongside 3 Meon Terrace -reduce height to approximately 18feet (height of gutter on No3 and remove 1 stem from tree at the western line, northern stem growing though fence.

**DECISION: RAISE NO OBJECTION**

Ref: SDNP/18/03111/DCOND

Proposal: Discharge of condition 3, 4, 5 and 6 of planning consent SDNP/17/01630/FUL

Location: Droxford Antiques, The Old Bakery High Street Droxford SO32 3PA

**DECISION: APPROVED**

## **2. DECISION PENDING**

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

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/19/02489/FUL

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

Proposal: New detached dwelling with garage.

**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.