

MINUTES
DROXFORD PARISH COUNCIL MEETING
6.00 pm Thursday 21st October 2021
The Pavilion, Droxford Recreation Ground

PRESENT: Councillors: Mark Dennington, Chris Horn, Colin Matthissen, Janet Melson (Chair), Di Shepherd, Lewis Smith

IN ATTENDANCE: County Councillor Hugh Lumby
Ailsa Duckworth – Parish Clerk/RFO

PUBLIC: Sally and Trevor Edwards

21.24 Apologies for absence

Angharad Heller, District Councillor Frank Pearson, Councillor Vicki Weston

21.25 Declarations of Interest

Councillor Matthissen declared an interest relating to agenda item 7.6 – to approve outsourcing of Payroll.

21.26 Minutes of the meeting held 16th September 2021

Minutes of the meeting held on 16th September 2021 were approved as a true and accurate record.

21.27 Chair's Announcements

- (1) The Chair welcomed County Councillor Hugh Lumby to his first face to face meeting.
- (2) The Chair reviewed actions and matters arising from the minutes of the 16th September 2021.
 - (a) **Fingerpost** – item to be discussed under agenda item 12.2 Correspondence
 - (b) **NW event donation** – Held on 4th October. Awaiting receipts for reimbursement.
 - (c) **Quotes for drainage work in Square** – quotes received, and work carried out in between meetings. Invoice to be paid.
 - (d) **AGAR report and certificate** ITEM DISCHARGED
 - (e) **Detectorist informed of agreement to request** ITEM DISCHARGED
 - (f) **Zip wire review** – item to be discussed under Green Spaces Working Group report
 - (g) **Lengthsmen visit worksheet** – to be authorised.
 - (h) **Footpath Warden report** – item to be discussed under Item 21.33

21.28 Public Forum.

- (i) Sally and Trevor Edwards were present to raise concerns relating to the 60mph speed limit on Swanmore Road outside their property and agenda item 12.1 was brought forward for discussion. A number of issues were

discussed, including previous accidents, the increase in number of HGVs, the road width and erosion of the roadsides. County Councillor Lumby stated that a local review was being sought. Councillor Smith agreed there was a case to take the concern to Highways. It was noted that the Enforcement at Hill Farm was a separate issue. The Chair thanked Sally and Trevor Edwards for their contribution, following which they left the meeting.

ACTION

Concern regarding the speed limit to be taken to Highways	LS
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- (ii) Councillor Lumby had provided a written report that was circulated prior to the meeting. The Chair thanked Cllr Lumby for the report and his attendance.

21.29 Planning

1. New Applications and Planning Report – Appendix A

Councillor Horn requested that new proposals were included as a separate section in the report and gave an update on the applications determined and in progress. Decisions determined by SDNPA, Enforcement cases and Pre-applications were **NOTED**.

2. Enforcement: Hill Farm No update

3. Uplands Park site

The Chair updated the Council following local unrest relating to the felling of trees on the site, perceived to be in breach of any planning approvals. Councillor Lumby attended a meeting with the Site Manager, a Tree Officer from SDNP, the Chair and a resident of Droxford. Following this meeting, it was agreed that 3 further trees scheduled to be felled would not be taken down this week and there would be no more fires. The 2016 application, subsequently approved in 2017, had approved tree felling, which the Site Manager was working from. A neighbouring resident has also raised concerns relating to the nearness of the works to the river, given the conservation efforts and water voles habitat. It was agreed that the responsible Planning Officer would be contacted to set up a meeting with the Parish Council to assess if any breaches had occurred.

ACTION

Contact and meeting request to responsible SDNP Officer.	Chair
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21.30 Finance and Governance

1. Payment of accounts

a) **APPROVED:** To authorise payment of accounts listed in Appendix B. The Clerk gave an overview of the Finance Report. It was noted that Sam’s Mobile Catering trailer and shed had been broken into and all of her belongings had been destroyed. The Council agreed to waive rent payments for a period of six months.

ACTION

Contact Sam and offer rent waiver.	Clerk
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b) **APPROVED:** To ratify payments between meetings made under the Scheme of Delegation (up to £500) or approved by councillors by email (over £500).
Namely: Late payment to The Sign Shed £23.19

2. The Pavilion

a) **NOTED:** No new bookings had been made to date.

b) **RESOLVED:** To agree a checklist for hirers and to label the water supply.

ACTION

Finalise a checklist for hirers of the Cricket Pavilion.	Clerk
Label the water supply.	MD

3. Parish Council official address

IN PROGRESS: A PO Box that will ensure post is delivered to the Clerk's personal address, but at the same time keeping that address private, has been applied for. This is at an annual cost of £360.

4. The Square quotations

RESOLVED: Councillor Dennington obtained quotes for the following works:
a) to empty the drain in the Square and the catchpit in the Church yard and
b) to apply high water pressure to clear the pipe between the drain and the catchpit. This work has been undertaken and the invoice is to be paid.

ACTION

Pay invoice with authorised payments for September.	Clerk
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5. Revised Cemetery Regulations

APPROVED: Councillor Shepherd advised that the regulations and any linked documentation had been completely updated. Useful feedback was received from a local Funeral Director and from a member of the public whose initial enquiry prompted the review, which was gratefully received. It was agreed that Councillor Shepherd and the Chair were to be the second point of contact, should the Clerk not be available to respond to communications requiring a response within a short time frame. The Chair thanked Councillor Shepherd for her hard work in ensuring the new Regulations are clear, concise, and empathetic.

ACTION

Forms and regulations to be uploaded to the website.	Clerk
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6. Clerk's salary, contract of employment and outsourcing of Payroll. (The Clerk left the meeting for this item).

APPROVED: The salary and contract submitted for review were approved by the Council. It was agreed that Sheen Stickland would undertake Payroll services until April 2022, then a review would be undertaken. It was also decided that salary details would from now on be omitted from the monthly Finance report.

ACTION

Contact Sheen Stickland and provide requested details for Payroll.	Clerk
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(Councillors Horn and Smith left the meeting at this point.)

7. To set a date for preliminary discussions for the budget and precept requirement.

AGREED: A date of the 17th November was agreed to discuss the 2022-2023 budget, which is to be submitted to Winchester County Council by mid-January 2022.

21.31 Allotments, Recreation Ground and Cemetery

The Green Spaces Working Group Report was received.

Matters arising from the minutes of the previous meeting:

- a) **DEFERRED:** Query whether there is a suitable alternative to replace the bark on the Zip wire.

ACTION

Confirmation to be sought on whether nematodes work had taken place.	Clerk
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To explore whether there is a better solution to replacing the zip wire membrane and bark.
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MD

21.32 Lengthsmen

APPROVED: The work schedule for the visit on 22nd October 2021 was agreed.

21.33 Footpaths & ROW

APPROVED: A report was received from the Footpath Warden highlighting areas for upkeep, which fed into the Lengthsmen work schedule due to take place on 22nd October 2022. The Chair thanked the Footpath Warden for his valued input.

21.34 Roads & Highways

1. **IN PROGRESS:** Temporary Speed Indicator Device (TSID). Update received from Councillor Smith. There is a delay with signing the licence on account of requiring an address, and the PO Box Number having not yet been issued. However, Councillor Smith has scheduled a timetable of when the TSID will be operational. Dates are as follows: 16th – 30th November 2021, 16th – 31st January 2022, 16th – 31st March 2022 and 16th – 31st May 2022. (Post meeting note – these dates have been shared with residents to highlight Councillor Smith’s actions and progress in this area).

21.35 Correspondence and other matters requiring the Council’s attention

1. **IN PROGRESS:** Correspondence from Mrs Sally Edwards – discussed in public forum.
2. **DEFERRED:** Email correspondence from Mr Stewart Pepper requesting a separate finger for Wilfred’s Café on the signpost in the Square. As several councillors had left the meeting at this point, it was agreed to defer this until the next Meeting. The Clerk will inform Mr Pepper of this.
3. **IN PROGRESS:** Queens Platinum Jubilee celebrations 2-5th June 2022. The Chair met with representatives of Droxford Junior School and the Country Fair. It was agreed there would be an unveiling of the school’s planting, a Church service, bunting outside homes, the fair and potentially a cricket match/picnic over the course of the 4-day public holiday.
4. **DEFERRED:** Climate change. The Chair has been in discussion with a local resident to explore what recommendations can be put into place by the Council, to reduce our carbon footprint. A statement is to be agreed at the November meeting which will be published in The Bridge magazine and on the relevant section of the website.

ACTION

An appropriate statement regarding climate change and the PC to be formulated and agreed.

Chair

21.36 Information Exchange and items for the next meeting.

21.37 Date of the next full Parish Council meeting

6.00pm Thursday 18th November 2021, Droxford Village Hall.