

DROXFORD PARISH COUNCIL
Minutes of the Meeting of Droxford Parish Council
7.30pm on Thursday 15 February 2018 at the Village Hall, the Square, Droxford

PRESENT: Mark Dennington, Chris Horn, Colin Matthissen, Janet Melson - Vice-Chair, Ann Newman
IN ATTENDANCE: District Councillor Frank Pearson and District Councillor Vicki Weston Rosemary Hoile – Clerk
PUBLIC No members of the public were present.

17.118 Apologies received for absence

Barbara Chandler, County Councillor Roger Huxstep, District Councillor Linda Gemmell.
Councillor Melson – Vice Chair took the Chair in Councillor Chandler's absence

17.119 Declarations of disclosable and pecuniary interest

Received from Chris Horn and Ann Newman in respect of agenda Item 7.5 Allotments.

17.120 To approve the minutes of the Parish Council meeting held on 11 January 2018.

The minutes had been previously circulated. The Council **RESOLVED** to approve as a true and accurate record.

17.121 Public Forum

17.121.1 Questions representations from members of the public: No members of the public were present.

17.121.2 County Councillor Report: A précis of Councillor Huxstep's report follows on from Appendix B
District Councillor Report: Councillor Vicki Weston's report is appended. Councillor Pearson summarised the exchange of emails with WCC Legal & Democratic Services concerning the application for a Certificate of Lawful Use at Swanmore Park Farm. WCC advised sufficient time had not yet passed for a Certificate of Lawful Use to be granted for equestrian use as opposed to agricultural use in this application. The Chair thanked Councillor Pearson for his thorough response to WCC's enquiry regarding details of historic use.
Councillor Pearson advised that WCC is looking into a kerbside glass collection in response to demand, subject to cost of provision.

17.122 Finance, Grants and Governance

17.122.1 **Receipts and expenses** listed in Appendix A were **NOTED**.

Bank reconciliation 31 January 2018. The Council **APPROVED** and the reconciliation was signed by Cllr Matthissen.

17.122.2 **Accounts for payment** listed in Appendix A were **APPROVED**

17.122.3 **Complaints Policy.** A draft policy had been circulated. The Council **RESOLVED** to adopt the policy which was revised to be relevant to a council with one employee and containing clear signposting where complaints should be lodged.

17.122.4 **Reserves Policy.** A draft policy had been circulated. The Council considered some content was not relevant to smaller councils. The draft was accordingly amended and agreed after which it was **RESOLVED** to approve the revised Reserves Policy.

17.122.5 The Council accepted the internal auditor's recommendations made in the Risk Assessment of Financial Systems' Internal Controls to a) Review Standing Orders and the Financial Regulations every 2/3 years. b) to complete the executive checklist at the end of the financial year, and c) to perform an annual asset check signed by the Finance Working Group.

| ACTION | When | Who |
|------------------------------|-------------|-----------------|
| Complete executive checklist | By 22 March | The Chair |
| Asset check list | By 22 March | Clerk/Chair/ CM |

17.122.6 The Council **RESOLVED** to approve Paul Reynolds as Internal Auditor for the next financial year 2018/19

17.122.7 The Council considered the following unforeseen expenditure

a) Potholes in the Square. The Council **AGREED** to delegate the final decision to Councillor Dennington.

- b) Cherry tree on the Parish Green. The Council **AGREED** to ISS verbal quotation of £100 to fell the tree and grind the stump if included in the day's works at Droxford Cemetery.
- c) Recreation Ground - tree boughs too close to zip wire. ISS to include in quote for Recreation Ground works.
- d) Recreation Ground - trees behind the Pavilion. ISS to include in quote for Recreation Ground works.

| ACTION | WHEN | WHO |
|---|------|-------|
| Inspect pot holes - action if necessary | asap | MD |
| Obtain quotes for (c) and (d) | asap | Clerk |

17.123 Planning

17.123.1 **Ref: SDNP/18/00525/FUL:** The Old Chapel, Police Station Lane, Droxford, SO32 3RF

Proposal: Proposed change of use, refurbishment and conversion of existing shop (Use Class A1) into a single dwelling house (Use Class C3)

The Council were unanimous in their approval of a conversion to a single dwelling in principle but in detail the scheme was considered overdeveloped and lacked landscape proposals in keeping with gardens and walls in the adjoining conservation area. The Council response will state a preference for the large area covered by tarmac to be reduced to an appropriately sized area to park cars at a domestic dwelling and landscaping of the remaining area.

17.123.2 **The Planning Report** was **NOTED**

17.123.3 **Certificate of Lawful Use** – Land and barn adjacent to Swanmore Barn Farm, Park Lane, Upper Swanmore. The application was discussed in the public meeting, see Minute ref:17.121.2

17.123.4 **Waterside Cottage, Cutts Arch, Droxford.** WCC had had advised that the excavated area on the site of the former tennis court constituted a natural pool which would be more in keeping with the surrounding area. The Planning Officer has advised the owner to remove the 'yurt' or relocate to within the residential curtilage of the property to comply with permitted development rights.

17.124 Recreation Ground Cemetery & Allotments

17.124.1 **The Pavilion Working Group:** Cllr Newman gave a report of the meeting of the working group re-named the Pimp Our Paddock (POP (working group) held on 27 January. Refurbishment budgeted at £30K plus the cost of installing heating will span 3-5 years. POP working group will focus on raising money for items the Council does not fund, they have lots of ideas. Events currently planned for 2018/19 include: A Royal Wedding event at the Pavilion - 19 May; Scarecrow Festival - September, Scarecrow Bonfire Night – November and Disco Night Saturday 19 January 2019.

Correspondence response: The scope of works and costings were provisional costs for the purpose of budgeting to meet the precepting deadline in January. A specification compliant to current building standards to state requirements will be drawn up at each stage of refurbishment.

| ACTION | WHEN | WHO |
|--|-----------|-------|
| 1. Arrange next meeting with POP | Feb/March | AN |
| 2. Letter instructed by Parish Council | asap | Clerk |

17.124.2 **Annual Play Inspection 2018:** WCC had conducted the inspection two months earlier than requested. The overall site was judge to be low risk. All equipment has been assessed to be in the very low, low or medium risk categories of probability or severity of accident. There is evidence of rot and a requirement to monitor for further deterioration. Additional signage for new facilities and equipment was flagged up. Recommendations include sundry fixings replacements, top up bark chippings on the zip wire runway and make good eroded surfaces to cover exposed concrete footings.

| ACTION | WHEN | WHO |
|---------------------------------------|-------|-------|
| List priority repairs and maintenance | April | Clerk |
| Order bark chippings | asap | Clerk |

17.124.3 **Multi-use Games Area:** The goal mouth surface has been filled with a rubber play mulch. Line marking will take place on the court when there is a weather opportunity.

17.124.4 **Cemetery:** ISS Contractors will carry out the annual tree pruning and felling programme in late February.

17.124.5 **Allotments:** The Council received a letter to confirm a variation of the agreement between the landowner of the allotments site (G Horn & Sons) and Droxford Parish Council to permit allotment holders to erect a 12ft x 8ft

timber shed situated at the northern end of the site for the purpose of storing site maintenance equipment. Permission is conditional upon the shed being a 'strictly temporary structure' to be easily removed if required. The letter expressed the landowner's wish for the request to proceed (subject to conditions being met). The Council had previously approved erection of a 6ft x 8ft shed but was **CONTENT** for the landowner's request contained in the letter to proceed.

| ACTION | WHEN | WHO |
|---|---------------------------|-------|
| Respond to S. Horn cc allotment holders | Asap with annual invoices | Clerk |

17.125 Roads, Transport and Highways

17.125.1 Matters arising.

a) Drainage outlet A32 - River Meon: The Clerk had written to HCC Highways requesting clarity as to where responsibility lies for the maintenance of the section drainage pipe used as a culverted watercourse beneath the Village Green.

b) Lengthsmens tasks: Mud accumulation at the junction of Cut Throat Lane with A32 had been prioritised.

17.125.2 HCC Lengthsmen Project: **RESOLVED.**

The scheme is to continue for 2018/19. Participating parishes have not been advised of the new contract provider or number of days. It was decided to take advantage of the scheme despite the limitations imposed and reduction in lengthsmen hours.

17.126 Footpaths and Rights of Way (ROW)

Matters arising.

a) FP17 and FP 12 Legacy stiles

b) Lengthsmens tasks: All footpaths had been cleared during previous visits, hedgerow and vegetation clearance along Footpath 9 was requested.

17.127 Parish Matters

17.127.1 Community Hub extension St Mary and All Saints Church Droxford.

The Council considered The Project Management Committee's response to members' queries raised at the February meeting. Cllr Dennington advised there were no remaining issues. The proposed relocated temporary access which leaves existing gates in situ will allow the opening to be located at, or near, the possible new permanent entrance intended for the Parish Green. The Council will request the Project Management Committee to re-build the section of wall taken down if necessary.

17.127.2 **RESOLVED TO APPROVE:**

Request from the Project Management Committee representing Droxford PCC to create a temporary access and surface to enable construction vehicles to service proposed building works, followed by full reinstatement or equivalent.

| ACTION | WHEN | WHO |
|---|------|-------|
| Advise Project Management Committee of Council's decision | asap | Clerk |

17.128 Consultations, Meetings and Training

There were no consultations relevant to the Parish which required the Council's response.

17.129 Correspondence

The Council considered a request from Poppydown Vineyard to erect a banner on the Village Green. Councillors requested details of size and support method be supplied.

17.130 Items for the next agenda: Broadband

17.132 Date of the next meeting:

Thursday 22 March 2018

The meeting closed at 9.05pm

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

APPENDIX A – FINANCE STATEMENT APPENDIX A – FINANCE STATEMENT

| | |
|--|----------|
| RECEIPTS (6 January - 9 Feb 18) | £ |
| DD Scarecrow calendars | 500.00 |
| Sams Mobile Catering Dec/Jan | 88.00 |
| Other calendar donations | 27.00 |

| | |
|----------------------------------|---|
| FEBRUARY FIXED PAYMENTS / | |
| SO Clerk's salary - January | 479.01 |
| O2 Mobile – January | 25.49 (shared: C & M PC £12.74, Droxford PC £12.75) |
| DD Castle Water | 65.98 |

| | |
|--------------------------------------|---------------------------------------|
| PAYMENTS TO BE AUTHORISED | |
| EV52 EMS South Inv 624 Jan | 300.00 |
| EV53 WCC Play inspection report 2018 | 44.95 |
| EV54 HCC County Supplies | 29.10 |
| EV55 R Hoile office expenses | 17.83 |
| EV56 Authorn 5% retention | <u>893.10</u> (£744.25 + VAT £148.85) |
| Total (to be authorized) | 1284.98 |

| Bank Reconciliation 1 April 2017 - 31 January 2018 | | | | | | | |
|--|--------|------------|--|-------------|-----------|------------------|--|
| BANK ACCOUNTS | | | | £ | £ | £ | |
| Current Account: Unity Trust Bank A/C No.455 | | | | | | | |
| Balance as per bank statement No 89 as at 30/01/18 | | | | | 6,958.14 | | |
| Add outstanding lodgement | | | | - | | | |
| <u>Less</u> | | | | | | | |
| EV49 | 300197 | P Reynolds | | 200.00 | - | 200.00 | |
| Deposit Account: Unity Trust Bank A/C No.069 | | | | | | | |
| Balance as per bank statement No 79 as at 30/01/18 | | | | | 22,368.16 | | |
| Cemetery Account: Unity Trust Bank A/C980 | | | | | | | |
| Balance as per bank statement No 29 1 Feb 2018 | | | | | 2,714.28 | <u>31,840.58</u> | |
| CASH BOOK: | | | | | | | |
| Balance as per Cashbook 30/04/17 | | | | | | | |
| Balance b/f 1/04/17 | | | | 25,919.99 | | | |
| Add Receipts 1/4/17 - 31/01/18 | | | | 45,267.51 | | | |
| Less Payments 1/4/17 - 31/01/18 | | | | - 39,346.92 | | <u>31,840.58</u> | |

RESERVES

| | |
|--|------------------|
| Allocated reserves | |
| Capital project – car park | 9,883.75 |
| Raise the Rec donations (Play 802.07 + Pavilion 3237.15) | 4,039.22 |
| Cemetery | 2,713.00 |
| ICT replacement | 1,819.00 |
| General reserve | 13,385.61 |
| | <u>31,840.58</u> |

APPENDIX B – PLANNING REPORT

6. PLANNING

6.1.1 NEW APPLICATIONS see agenda (applications received to 15 Feb 2018 will be included)

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

SDNP/17/05396/FUL

Creation of new vehicular access to highway

Corhampton Golf Club Shepherds Farm Lane Corhampton SO32 3GZ

6.2.2 DECISIONS

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

Decision: **APPROVED**

Reference: SDNP/17/05657/FUL

Proposal: Single storey extension.

Address : Burnham House, Northend Lane, Droxford SO32 3QN

Decision: **APPROVED**

6.2.3 ENFORCEMENT (current since notification 28/11/17)

Ref: SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD
Alleged unauthorised use of mobile homes for residential purposes.

Ref: SDNP/17/00674/ADVERT The White Horse Inn, South Hill, Droxford, SO32 3PB
Alleged unauthorised changes to signage without LBC

Ref: SDNP/16/00367/COU Land at Droxford Lane Hampshire SO32
Alleged residential mobile homes x 2

Ref: SDNP/17/00592/COU Waterside Cottage Cutts Arch Droxford SO32 3PD
Alleged change of use of field to domestic use due to advanced construction of a swimming pool with concerns of treated water by a river.

Ref: SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, Swanmore SO32 2QW
Alleged residential mobile homes.

Ref: SDNP/15/00408/COU Swanmore Barn Farm, Park Lane, Swanmore SO32 2QQ
Alleged change of use of agricultural barn to stables.

2018/2019 Revenue Budget & Precept. The council tax requirement for the County Council for the year beginning 1st April 2018, is proposed to be £608,175,704.00. This will result in a Band D property's county council tax for the year beginning 1st April 2018 being £1,200.96. This is an increase of 5.99% on this financial year's tax. It comprises the new referendum threshold of 2.99% and 3% which is specifically for adults' social care. You may recall that the council froze council tax at its 2010/11 level for the following 5 financial years but for 2016/17 the government discontinued the council tax freeze grant on the assumption that councils would apply the 1.99% increase they were allowed to do without a referendum. For this financial year, 2017/18, as indicated above an extra 3% was allowed, to be ring-fenced for adult social care costs so the increase then was 4.99%.

Had the 2010/11 council tax been raised in line with the RPI for 2018/19 level it would now be set at £1295.48, an extra £94.52. If in addition, the 1.99% increase had been applied over the same period, including the extra 5.99% for 2018/19 the Band D tax would have risen to £1352.47, an extra £151.51. So, although there will be an increase in council tax it is well below that which would have been expected with inflation.

For the record the proposed tax for all the bands are as follows:

Band A £800.64

Band B £934.08

Band C £1,067.52

Band D £1,200.96

Band E £1,467.84

Band F £1,734.72

Band G £2,001.60

Band H £2,401.92

Please note these figures are for the county's precept and are exclusive of WCC's council tax and precepts arising from police, fire services and your own parish precept. The precepts are set to be agreed at full council on 22nd February.

Hampshire to 2050. County Council's Cabinet yesterday (5th February) agreed to establish a commission of inquiry to help set out a bold vision for Hampshire to 2050. The purpose is to consider submitted evidence, deliberate on key issues and to make recommendations on a Vision for Hampshire 2050 which will guide and contribute to the future prosperity, quality of life and protection and enhancement of the character and environment of Hampshire. It will clearly have to address: demographic and societal challenges; the economy; work, skills & lifestyle; environment and quality of place; mobility, connectivity & energy and rural Hampshire.

Botley By-pass. The planned £26m village bypass has won government funding as part of a scheme to build more than 1,000 new homes. The 1.1-mile (1.8 km) road around Botley has been allocated £10m from the Housing Infrastructure Fund. Hampshire County Council applied for the money. The by-pass will dramatically improve the quality of life in the village, obviating through traffic and helping to reduce noise and improve air quality.

Cllr Roger Huxstep

Member for Meon Valley Division

16th February 2018

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