

MINUTES

DROXFORD PARISH COUNCIL MEETING

6.00pm Thursday 8th December 2022

Droxford Village Hall

PRESENT: Councillors: Chris Horn, Colin Matthissen, Janet Melson (Chair), Di Shepherd

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

PUBLIC: Mr Chris Hawkesford

22.134 Apologies for absence

Cllrs Mark Dennington and Lewis Smith; District Cllrs Frank Pearson and Malcolm Wallace

22.135 Declarations of Interest

None were declared.

22.136 Minutes of the meeting held 17th November 2022

Minutes of the meeting held on 17th November 2022 were approved as a true and accurate record.

22.137 Chair's Announcements

(1) Review of matters arising and actions from the Minutes of the 17th November 2022.

Outstanding actions were as follows:

- a) **Clerk** to set up a meeting with the CIL Office/PC – **ONGOING**
- b) **Clerk** to explore better banking rates – **ONGOING**
- c) **Cllr Matthissen & Clerk** to review 23/24 budget and circulate a draft budget prior to the next meeting – **COMPLETED**
- d) **Cllr Dennington** to provide costs for maintenance and renovation for PC Assets – **COMPLETED**
- e) **Clerk** to follow up with WCC regarding Cllr Heller resignation and **Chair** to formally write to Cllr Heller to express thanks – **COMPLETED**
- f) **Chair** to request that all archived documents remaining with the previous Clerk be handed over for safe storage – **COMPLETED**
- g) **Clerk** to circulate dates for 2023 meetings and confirm hall/location booking – **COMPLETED**
- h) **Clerk** to note when Asset of Community Value registration is due to expire (July 2027) to ensure renewal takes place – **COMPLETED**
- i) **Chair** and **Cllr Dennington** to oversee signing of the contract with the Cricket Club.
- j) **Clerk** to add the write up and photos re. Garden of Reflection to the website – **ONGOING**
- k) **Cllr Smith** to progress SmartWater signs with Highways – **ONGOING**

22.138 Public Forum

- (i) Mr Chris Hawkesford was present to observe the meeting.

- (ii) County Cllr Lumby had sent a report which had been circulated prior to the meeting. In addition, it was reported that Natural England are the organisation which has to support the closure of U189 as a splash route in order for the proposal to be taken forward.
County Cllr Lumby left the meeting.

22.139 Planning

1. New Applications and Planning Report – Appendix A

NOTED: Decisions determined by SDNPA, including Appeals, Enforcement cases and Pre-applications were noted. It was agreed that no comments were required on the three applications inviting feedback.

22.140 Finance and Governance

1. Payment of accounts

- a) **APPROVED:** To authorise payment of accounts listed in Appendix B.
- b) **NOTED:** To ratify payments between meetings made under the Scheme of Delegation (up to £500) or approved by councillors by email (over £500). There were no such payments.
- c) **APPROVED:** To review and approve the Bank Reconciliation for November.

2. Finance

- a) **APPROVED: Budget 23-24.** The draft budget for 23-24 was approved and it was agreed that the precept amount would stay the same as last year.

ACTION – Clerk to submit the Parish precept requirement before 6th January 2023.

- b) **ONGOING: Community Infrastructure Levy (CIL).** A meeting is to be set up with the CIL Team and the PC to discuss the Neighbourhood Portion CIL allocation.
[Post meeting note – due to illness a meeting will now be arranged for January.]

ACTION – Clerk to submit the annual monitoring return of CIL funds received in 21-22 and publish on website before 31st December 2022.

3. Governance

- a) **ONGOING: Driver Belcher/Deeds.** There was nothing to report at this time.
- b) **AGREED: Dates for meetings 2023.** The meeting times, dates and locations had been agreed for 2023 and will be published on the website.

4. Pavilion

- a) **NOTED:** There were no new bookings to date.

22.141 Allotments, Recreation Ground and Cemetery

1. **NOTED: Allotments** – The tree on the boundary requiring attention is scheduled for cutting back on the 23rd of January.
2. **APPROVED: Recreation Ground** – The works at the recreation ground have been ongoing. To date, the zip wire has been dismantled, the quad unit flooring has been

replaced and the damaged timber frame on the swinging steps has been removed. A further quote from a local company has been received for the zipwire replacement.

ACTION – Clerk to provide three current quotes for the proposed zipwire works at the January meeting.

3. **NOTED: Cemetery** – A working party in November carried out some planting work at the cemetery, which has completed the current required improvement works. Cllr Shepherd expressed her thanks to all of those who have given their time and support to improve this area. Granite markers have been ordered for the unmarked and reserved graves, which will make the identification of graves easier and more robust.
4. **NOTED: Garden of Reflection** – It was agreed that the quotation on the armillary sphere will be repeated on the top of the plinth. The epicormic growth on the lime tree that is pushing the boundary wall will be cut back by Southwick Forestry Ltd.

22.142 Lengthsmen

NOTED: The Lengthsmen are due to visit Droxford on the 21st December.

22.143 Footpaths & ROW

NOTED: There was nothing to report at this time.

22.144 Roads & Highways

NOTED: Following discussion on the proposed signage for SmartWater, it was agreed that the PC required the initiative to be supported by 50% of ALL households within the Parish. Initial results of a poll via WhatsApp had been provided, but represented only 29% of residences. It was suggested that the project be rolled out as planned and once the 50% threshold is met, further consideration will then be given, to the installation of Highways approved signage.

22.145 Correspondence and other matters requiring the Council's attention

- a) **DEFERRED:** Correspondence received from John Symes regarding bidding for CIL funds. This item is deferred until the PC have met with a representative from the CIL Office at SDNPA.
- b) **NOTED:** King's Coronation. It was suggested that the PC, in collaboration with the Country Fair Committee and Wilfrid's Café, could provide a small commemorative gift to each child in the Village to mark the King's Coronation on 8th May 2023. The Chair will take this forward.
- c) **APPROVED:** It was agreed that Cllr Horn will be the second approval for online banking transactions in Cllr Shepherd's absence.

22.146 Information Exchange and items for the next meeting.

22.147 Date of the next Meeting

6.00pm Thursday 19th January 2023, Droxford Village Hall.