

**MINUTES**  
**DROXFORD PARISH COUNCIL MEETING**  
**6.00 pm Thursday 18<sup>th</sup> November 2021**  
**Droxford Village Hall, Droxford**

**PRESENT:** Councillors: Angharad Heller, Colin Matthissen, Janet Melson (Chair),  
Di Shepherd

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

**PUBLIC:** David Shepherd

**21.38 Apologies for absence**  
Mark Dennington, Chris Horn, Lewis Smith

**21.39 Declarations of Interest**  
None

**21.40 Minutes of the meeting held 21<sup>st</sup> October 2021**  
Minutes of the meeting held on 21<sup>st</sup> October 2021 were approved as a true and accurate record.

**21.41 Chair's Announcements**  
(1) Review of Matters arising  
The Chair reviewed actions and matters arising from the minutes of the 21<sup>st</sup> October 2021.

- (a) **Speed limit on Swanmore Road** – Councillor Smith has taken this up with Highways. Feedback was that a speed limit may be reduced, and signage improved, **only** if there was a recurring pattern of injury and accident. The Clerk will update Trevor and Sally Edwards.

**ACTION**

Feedback to Sally and Trevor Edwards	<b>Clerk</b>
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- (b) **Uplands Park Enforcement** – The WCC Principal Tree Officer has confirmed that the work carried out to date is in accordance with the schedule. The Ecologist similarly had no issues. Councillor Lumby is to follow this up as an additional fire took place, which has been reported, and complaints about the spotlights have been received. The Planning Department have responded that there is nothing that can be done by DPC to change this.

(c) **Rent waiver for Sam's Mobile Catering** – ITEM DISCHARGED

(d) **Hirer's checklist for Droxford Pavilion** – discussed under Finance & Governance 7.2

(e) **Revised cemetery forms uploaded to website** – ITEM DISCHARGED

(f) **Payroll outsourcing** – ITEM DISCHARGED

- (g) **Nematode work** – discussed under Allotments, Recreation Ground and Cemetery
- (h) **Zip wire review** – discussed under Allotments, Recreation Ground and Cemetery
- (i) **Fingerpost** – discussed under Correspondence 12.1
- (j) **Climate change statement** – discussed under Correspondence 12.4

**21.42 Public Forum.**

- (i) David Shepherd was present to hear the Planning report.
- (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. Cllr Lumby left the meeting.

**21.43 Planning**

**1. New Applications and Planning Report – Appendix A**

Decisions determined by SDNPA, Enforcement cases and Pre-applications were **NOTED.**

**ACTION**

Opinions are to be requested from Cllr Horn on two applications so comments can be made within the timeframe, if required.	<b>Clerk</b>
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**2. Enforcement: Uplands Park**

No update additional to that reported in Chair's Announcements

**3. Enforcement: Hill Farm**

No update

**21.44 Finance and Governance**

**1. Payment of accounts**

a) **APPROVED:** To authorise payment of accounts listed in Appendix B.

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: PO Box annual fee (£360) and M&B Drainage (£456))

c) **NOTED:** To review Bank Reconciliation for September and October.

**ACTION**

Update the Reserve account information.	<b>Clerk/CM</b>
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**2. The Pavilion**

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

b) **APPROVED:** A hirer's checklist was approved, and the water supply remains to be labelled.

**ACTION**

Label the water supply.	<b>MD</b>
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**3. Parish Council official address**

**NOTED:** The new Parish Council address is Droxford Parish Council, PO Box 504, Southampton, SO30 9GB

**ACTION**

Update stakeholders/organisations/suppliers with new address.	<b>Clerk</b>
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#### 4. Budget Setting

**IN PROGRESS:** Updated figures will be circulated when received.

##### ACTION

Seek confirmation on budget items as requested.	Clerk
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#### 5. Letter of Engagement

**IN PROGRESS:** The Letter of Engagement which appoints the Internal Auditor is to be recirculated.

##### ACTION

Forward copy of Letter of Engagement to all Councillors.	Clerk
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#### 6. Internal Audit Report

**NOTED:** The report from Fair Account covering the period April 21 to September 21 was noted, which confirmed that internal control procedures are adequate to meet the needs of the AGAR.

#### 7. SDNPA CIL Funding

**NOTED:** The Chair reported that the SDNPA CIL bid submitted in January was unsuccessful, but it was agreed to resubmit a revised bid for the next round of CIL funding.

##### ACTION

Separate bid to be put together for submission	Chair/DS
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#### 21.45 Allotments, Recreation Ground and Cemetery

The Green Spaces Working Group Report was received. The working party that has been improving the cemetery has a final meeting date of 11<sup>th</sup> December, which will include planting of the yew hedge.

##### ACTION

Thankyou letters are to be written to individuals involved in the improvement works as advised by DS.	Clerk
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##### Matters arising from the minutes of the previous meeting:

- a) **NOTED:** It was found that an alternative to the zipwire membrane and bark would be too expensive. New membrane and bark are to be ordered. A review of contractors is to be undertaken to clarify whether upkeep of the zipwire, and other specific tasks, could be allotted to an individual/company on a regular basis.
- b) **NOTED:** The nematode work that was contracted out has not been effective. The treatment was carried out too late, there is no evidence of the work and it was charged at a higher rate than the quote.

##### ACTION

A hold on the invoice for this element of work is to be placed and a letter drafted to EMS querying the job.	DS/Clerk
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#### 21.46 Lengthsmen

**NOTED:** The work was carried out on 22<sup>nd</sup> October as per the schedule.

#### 21.47 Footpaths & ROW

Correspondence was received from the Footpath Warden concerning Footpath 14 and the erosion of the riverbank by the footbridge, following a concern raised by a

member of the public. The PC has no statutory rights over footpaths, so the issue has been emailed to the HCC Countryside Team.

**21.48 Roads & Highways**

**ONGOING:** The agreement between DPC and HCC has been signed and dated. Dates are now scheduled for 16<sup>th</sup> – 31<sup>st</sup> January 2022, 16<sup>th</sup> – 31<sup>st</sup> March 2022 and 16<sup>th</sup> – 31<sup>st</sup> May 2022. DPC will pay Corhampton and Meonstoke Parish Council for the hire of the TSID before each deployment.

**21.49 Correspondence and other matters requiring the Council's attention**

1.**NOT APPROVED:** Separate finger post for 'Wilfrid's Café'. Due to the Café's limited opening hours, it was felt that a fingerpost would not be beneficial to members of the public. An A-board next to the signpost has been approved, which indicates when the Café is open. If the opening hours are increased, the PC will reconsider the request.

**ACTION**

Outcome of request to be communicated to Stewart Pepper	<b>Clerk</b>
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2.**IN PROGRESS:** The Chair is in discussion with other parties in the village regarding the Queen's Platinum Jubilee Celebrations (2-5<sup>th</sup> June 2022).

3.**APPROVED:** The statement circulated by the Chair was approved and will be uploaded to the website.

**ACTION**

Update website to include approved statement.	<b>Clerk</b>
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4.**IN PROGRESS:** Email correspondence was received regarding an articulated lorry accessing Axton & Sons, which incorrectly routed via Satnav to a private road.

Additional information has been received and this will be taken up with Highways.

**ACTION**

Raise the issue with Highways.	<b>LS</b>
Report back to complainant.	<b>Clerk</b>

**21.50 Information Exchange and items for the next meeting.**

**21.51 Date of the next full Parish Council meeting**

6.00pm Thursday 9<sup>th</sup> December 2021, Droxford Village Hall.