

MINUTES
DROXFORD PARISH COUNCIL MEETING
6.00 pm Tuesday 19th April 2022
Droxford Village Hall, Droxford

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

IN ATTENDANCE: Ailsa Duckworth – Parish Clerk/RFO

PUBLIC: None in attendance

22.43 Apologies for absence

Cllr Chris Horn and County Cllr Hugh Lumby

22.44 Declarations of Interest

None recorded.

22.45 Minutes of the meeting held 15th March 2022

Minutes of the meeting held on 15th March 2022 were approved as a true and accurate record.

22.46 Chair's Announcements

(1) Review of Matters arising

The Chair reviewed actions and matters arising from the minutes of 17th February 2022.

- (a) **Comments to SNDPA re. SDNP/22/00638/FUL – NO COMMENT REQUIRED**
- (b) **Share correspondence re. 1 Down Vale Enforcement case as agreed – COMPLETED**
- (c) **Approve the container installation requested by Cricket Club – COMPLETED**
- (d) **CIL Annual Return to be submitted – COMPLETED**
- (e) **Circulate PC election dates and requirements to all Councillors – COMPLETED**
- (f) **Confirm quote approval with Ways & Design Ltd. – COMPLETED**
- (g) **Send mailshot to local Funeral Directors and Stone Masons – ONGOING**
- (h) **Confirm support from the DPC for letters re. U189 – COMPLETED**
- (i) **Make request to HCC Countryside re. FP 10 – ONGOING**
- (j) **Sign up to Great British Spring Clean – COMPLETED**
- (k) **Approve banner on Village Green requested by Junior School – COMPLETED**

22.47 Public Forum

- (i) No members of the public were present.
- (ii) County Cllr Lumby had provided a report that was circulated prior to the meeting. There were no questions.

22.48 Planning

1. New Applications and Planning Report – Appendix A

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

ACTION

1. Comments to be made to SNDPA Planning Department re. SDNP/22/01124/HOUS.	Clerk
2. All relevant documents to be provided to Cllr Dennington regarding the Uplands Appeal (SDNP/21/03144/CND – including the PC objection to the application) and new proposal (SDNP/22/01832/FUL) for discussion with SDNPA.	Clerk

2. Enforcement cases

- a) **NOTED:** The current enforcement cases were noted.
- b) **NOTED:** As WCC and SDNPA Planning and Enforcement Teams appear to work in silos, a lack of information sharing has resulted in reported cases not being scrutinised as thoroughly as the PC would like. However, it was noted that it falls to the PC to respond to residents' questions as to why prosecution is not an option and to concerns over future potential breaches in the Conservation Area and lack of action. The lack of cohesion has been referred to both authorities and WCC/HCC Councillors requesting that it be resolved.

ACTION

Share experiences of the Enforcement case report with the relevant contact at WCC.	Clerk
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22.49 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).
 - i. **£605.40** Landford Trees Limited
- c) **NOTED:** To review Bank Reconciliation for March.
- d) **APPROVED:** The Clerk's hours and salary was reviewed in line with the Contract of Employment and an incremental increase was approved.

2. The Pavilion

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

3. Annual Parish Meeting 2022

- a) **NOTED:** The Annual Parish Meeting (APM) is to take place on Thursday 19th May 2022 at 7pm, preceded by the Annual General Meeting at 6pm. An editorial oversight resulted in omission of publication of the APM date in The Bridge but it will be promulgated on the website, noticeboards and WhatsApp.

ACTION

Policies are to be reviewed and updated where appropriate.	All
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4. Parish Council Election

- a) **NOTED:** A Notice of Uncontested Election was published and shared on the website/notice board.
- b) **NOTED:** A Return of Expenses Form is to be completed and returned.

ACTION

Return of Expenses forms to be provided to the Councillors and returned to WCC.	Clerk
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22.50 Allotments, Recreation Ground and Cemetery

1. Parish Green Update

- a) **NOTED:** Councillor Dennington reported that works were now ongoing at the Parish Green. It was agreed that an updated plan would not be published on the website, as obtaining further architect's drawings was not deemed a good use of funds. A protocol for unlocking the barrier is to be agreed by the PCC. Uniform signage will be sourced at a later date, that will tie in with any new and updated signage at the Village Green, the Recreation Ground and the Cemetery.

ACTION

Postpone delivery of the benches for 4 weeks for delivery straight to the site.	Clerk
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2. Green Spaces Working Group Report

- a) **NOTED:** Councillor Shepherd reported that the zip wire bark and membrane replacement had been completed. The picnic benches at the Recreation Ground had been moved - one into the play fort and one behind the Pavilion.

ACTION

Contact the Cricket Club to assist with retrieving and repositioning the benches.	Clerk
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- b) **NOTED:** The discrete numbering of all graves at the cemetery was discussed. Currently three separate records of varying accuracy must be consulted to locate some of the graves, with some being unmarked. New memorials will have a number added by the Stone Mason. It was agreed that a new system of documentation is to be implemented, replacing the need for review of the two registers and the map, and will be kept as a paper-based system, with an electronic back up. The purchase of a double water butt was approved.

ACTION

1. Meet at the Cemetery to review the documentation and numbering system for plots.	Chair, DS, MD, CM & Clerk
2. Add the proposal of a handyman to maintain the cemetery on May's agenda.	Clerk
3. Order water butt	Clerk

- c) Following completion of tree works within the Manor House, final details regarding the proposal to plant a Platinum Jubilee commemorative tree on the Village Green will be finalised with the donors, the adjacent landowner and professional adviser.

22.51 Lengthsmen

- a) **NOTED:** The Clerk to Ticheborne Parish Council is to oversee the Lengthsmen Scheme, which Soberton Parish Council will continue to lead. A schedule for the year has been provided.

22.52 Footpaths & ROW

- a) **NOTED:** A comprehensive report was provided by the Footpath Warden, for which the Chair expressed her thanks. It was agreed that the report would be reviewed in sections and recommendations taken forward as appropriate. The potential closure of Footpath 10, which is 225m long but has 7 stiles, is to be taken forward by the Chair.

ACTION

Review the Footpath Warden's report and liaise on potential closure of FP 10.	Chair
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22.53 Roads & Highways

- a) **NOTED:** Cllr Smith reported that there had been another deployment of the TSID. As part of this project, it has been agreed with Highways that a number of the poles currently in position will be made more secure.
- b) **NOTED:** The recent fly tipping, broken road signs and burnt-out car had been reported to the relevant WCC offices.
- c) **NOTED:** The 20's Plenty for Hampshire campaign, where 20mph would be the default speed limit in places where people live, is now live. Cllr Smith is to gauge residents' opinions at the Annual Parish Meeting.

ACTION

Liaise with County Cllr Lumby and present the campaign at the Annual Parish Meeting.	LS
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22.54 Correspondence and other matters requiring the Council's attention

- a) **NOTED:** The 'Decorate to Celebrate' competition is to be advertised throughout the village as part of The Queen's Platinum Jubilee celebrations 2-5th June 2022.
- b) **AGREED:** The PC will rent a table at the Country Fair to provide an opportunity for residents to meet Councillors and learn about the work undertaken by the PC.

ACTION

Book table and purchase banner.	Clerk
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- c) **APPROVED:** Following further correspondence from Stewart Pepper regarding the fingerpost in The Square, it was agreed that the words 'and Café' could be added to the existing post, so the amended sign would read 'Church and Café'. It was thought that adding further wording - such as names of organisations or companies - would not be in-keeping with the current style, which shows destinations only as 'School', 'Church', 'Post Office' etc.

ACTION

Convey approval to Mr. Pepper.	Clerk
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- d) **AGREED:** A date was set for litter picking in preparation for the Country Fair and Jubilee weekend. *(Post meeting note: litter pickers, hi-viz vests and rubbish bags are to be put in the bus shelter and volunteers are invited to pick at a time that suits them, and asked to dispose of rubbish in either public bins or with their own domestic waste, given that rubbish collection from the usual contractor cannot be guaranteed before the Fair.)*

ACTION

Advertise Litter Pick and instructions as agreed post meeting.	Clerk
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22.55 Information Exchange and items for the next meeting.

- a) **Date of the Annual General Meeting**
6.00pm Thursday 19th May 2022, Droxford Village Hall.
- b) **Date of the Annual Parish Meeting**
7.00pm Thursday 19th May 2022, Droxford Village Hall.