

## MINUTES

### DROXFORD PARISH COUNCIL MEETING

6.00pm Thursday 17 September 2020

held via Zoom Meeting Room link

**PRESENT:** Mark Dennington (joined at 6.30pm), Max Ford, Chris Horn, Colin Matthissen, Janet Melson, Di Shepherd.  
**IN ATTENDANCE:** County Councillor Roger Huxstep (from 7.00pm), District Councillor Frank Pearson, Rosemary Hoile – Clerk  
**MEMBERS OF THE PUBLIC** 2

#### 20.37 Apologies for absence.

None

#### 20.38 Declarations of Interest.

The Chair and Cllr Ford declared a personal interest in agenda item 9.1, the Chair proposed and the Council was content, for Mark Dennington to take the chair to receive a petition requesting the removal of timber posts from the pavement by the layby on the Parish Green.

#### 20.39 Minutes of the previous meeting.

The Chair requested members to raise their hands to indicate approval.

**RESOLVED unanimously** to approve as a correct record of the meeting held 16 July 2020.

#### 20.40 The Chair's Report, Matters arising from the previous minutes and correspondence not on the Agenda.

##### a) Matters arising - review of actions which remain open from 16 July minutes.

1. Request to hold ticketed events at the Pavilion:  
WCC has not responded to the previous 2 enquiries to hold ticketed vents on Open Space land. The matter is not considered urgent at the current time under Covid-19 regulations governing public assembly. **Clerk to pursue when restrictions lifted.**
2. Request permission from G Horn & Sons to install a combined farm/pedestrian access gate access to the allotments. **Cllr Horn confirmed he will follow up the written request.**
3. Seek advice on pest problem in the allotments. **GSWG following up.**
4. Pavilion refurbishment. **Cllr Dennington is progressing and will finalise the minor works outstanding on completion of the Cricket Club's use of pavilion for the 2020 season.**

##### b) Operation Resilience – carriageway re-surfacing of road in the Park w/c 21 September.

The Council considered how to minimise the anticipated disruption. Requests in previous years to park behind the Fire Station had been turned down due to need for access and training space. It was proposed to open the barrier at the Recreation Ground to enable residents of the Park to park overnight and to communicate this swiftly to residents via various media:

##### ACTION

Put information on WhatsApp	JM
Advertise on the PC website	DS
Advertise on Parish Noticeboard and Droxford PO	Clerk

##### c) Request for breakfast bar to trade on the Square.

Members considered the existing constraints due to multiple activities requiring access to and from the A32 at peak times and considered that use of The Square was already at peak capacity. It would also conflict with two existing café facilities within close proximity of The Square.

**The Council RESOLVED TO REFUSE.**

## ACTION

Respond to applicant	JM
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### 20.41 Public Forum

20.41.1. One resident represented signatories to the petition objecting to the installation of timber posts along the layby by the Village Green. The second member of the public was present concerning Planning Application ref: SDNP/20/03480/TCA.

The running order of the agenda was changed pending Cllr Dennington joining the meeting to take the chair for the public forum.

20.41.2. County & District Council Councillors' reports.

County Councillor Roger Huxstep's report. See summary in Minute ref 20.44 .

District Councillor Frank Pearson gave a verbal report summarising the impact of increased housing allocated to the Winchester District in proposals outlined in the Government's planning reforms. WCC are in the process of preparing a response to the Government's consultation in the Planning White Paper. CPRE has written a response. The main concerns are local gaps disappearing between settlements and ensuing increased traffic.

There is still time to submit comment on the HCC planning application to extract sand at Five Oaks Farm, Shedfield, located on the A2177 between Waltham Chase and Shirrell Heath. The issue for surrounding villages is the increase in the number of 30 tonne HGV movements over the next 6-7 years.

Following Cllr Huxstep's later briefing on this application, the Council did not consider it necessary to respond due to the robust action being taken by Shedfield Parish Council.

20.42.3 Cllr Dennington joined the meeting at 6.25 pm. He took the chair to receive the petition requesting removal of timber posts.

20.42.4 Objection to installation of timber posts by the Village Green:

The member of the public was present to represent residents who had objected due to the installation taking place without village wide consultation. He acknowledged the PC undertakes a lot of hard work in the village but the installation had created some ill feeling by residents who considered that the posts create an impression of a fortress.

Cllr Dennington responded that the Council had acted to protect pedestrians from obstruction when cars parked across the pavement. Highways had approved a scheme following an exchange of information with the highways lead for the Parish Council. Timber posts as opposed to iron posts were considered to be the most appropriate and cost effective solution and best suited to the rural environment. The Council had considered the petition which had been previously circulated and stood by the decision.

The second member of the public offered the opinion that insufficient information about the impending installation had been recorded in the Minutes.

Cllr Melson pointed out that regulations governing public meetings imposed due to the pandemic had created disruption to the conduct of council business at the point between the proposed and the actual installation but offered a personal apology for any error in the correct recording of discussion relating to the installation.

### 20.42 Planning (Appendix A)

#### 20.42.1 Applications

**Ref: SDNP/20/03290/TCA**

Location: The Manor House, High Street, Droxford SO32 1PA

Proposal: Height reduction is necessary to allow more natural light to the neighbouring properties, but leaves a sustainable hedge that creates a sound

barrier from the road.

**NO COMMENT**

**Ref: SDNP/20/03408/TCA**

Location: The Old Coach House South Hill Droxford Southampton SO32 3PB

Proposal: Horse Chestnut - Partial reduction.

**NO COMMENT**

**Ref: SDNP/20/01971/FUL** (Consultation closes 29 Sept)

Proposal: Proposed construction of new barn/store (amended scheme)

Location: Red Admiral Vineyard, Mayhill Lane, Droxford SO32 3PT

The Council considered there was a discrepancy between the Design & Access Statement and The drawings which had been submitted for the amended scheme. The Council will seek clarification regarding the square meterage applied for in the application.

**ACTION**

Send comment to Clerk to upload onto the SDNP planning portal	CH
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**Ref: SDNP/20/03480/TCA**

Proposal: Fell Spanish Chestnut (summary of proposal)

Location: Millers Cottage High Street Droxford Southampton Hampshire SO32 3PA

The applicant had earlier put the case to fell the 100 year old tree due to the potential for serious damage to persons and property.

The Council **made NO COMMENT**.

**Ref: SDNP/20/03445/HOUS**

Proposal: Temporary wooden platform for children, not visible from the public footpath or the road. (Summary of applicant's comment)

Location: Meadowbank, Mill Lane, Droxford, SO32 3QS

**NO COMMENT**

#### 20.42.2 Enforcement

**Ref: 18/00346/BLEG** Hill Farm Orchards and **19/00105/BCOND** Hill Farm Orchards.

The Clerk reported that WCC enforcement had advised that 18/00346/BLEG was closed and combined with 19/00105/BCOND. The case officer dealing with the case had left WCC and the case file containing the correspondence will be passed to the next officer.

#### 20.42.3 Hampshire County Council Planning Application 20/01483/HCS Sand extraction – Land at Five Oaks Farm, Winchester Road, Shedfield SO32 2HS.

The Council was concerned about the increase in heavy lorry traffic which would pass through Droxford to transport topsoil for backfill over an estimated period of 6-7 years. The route would take in A32 and Swanmore Road which both have stretches of carriageway of insufficient width for 30 tonne HGVs.

RESOLVED: To write to HCC to object to the application.

**ACTION**

Send comment to Clerk to email HCC	CH
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#### 20.43 Finance and Governance. RESOLVED:

20.43.1 **RESOLVED:** To authorise payment of accounts listed in Appendix B

20.43.2 **NOTED:** the bank reconciliation to 31 August and the cashflow forecast.

20.43.3 **RESOLVED:** To approve payment of £686.26 to renew Parish Council insurance cover the under the terms of the long-term Agreement.

20.43.4 CIL project - Proposed alterations & improvement works in The Square.

The Project Manager had sent the final Schedule of Works and amended drawings. Tenders

will be invited from suitably qualified contractors. The Council will abide by the Public Procurement Directive 2014/24/EU to procure works over £25,000. The contract will be advertised on Contracts Finder, in the Hampshire Chronicle (online and newspaper), the community website and Facebook. It is hoped for the contract can be awarded to start before the onset of frosty weather and within the Public Procurement Directive timeline. It is imperative to start resurfacing as soon as possible due to accelerating deterioration. Users of the Square will be kept informed of progress and alternative temporary parking arrangements will be considered.

**ACTION**

Place advertisements/upload to websites	Clerk/Chair/DS
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20.43.5 The Pavilion

a) Term & Conditions and an Agreement for Occasional Hire of the Pavilion.

Cllr Ford had previously circulated his draft. There is no hurry for the agreement under current guidance for the opening of public buildings. The Clerk and Cllr Ford will finalise details of the Agreement on Zoom.

**ACTION:**

Arrange Zoom meeting	MF
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20.43.6 Refurbishment of the Pavilion:

Cllr Dennington advised the broken gutter and other matters flagged up by Droxford Cricket Club and allotmenters had been attended to. A separate meter to measure the amount of water drawn off to water the cricket square has been installed. The Pavilion will be closed for the winter, the kitchen cleaned and new carpet laid in time for the start of the 2021 cricket season.

20.43.7 The Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018:

**RESOLVED:** To approve the Website Accessibility Statement provided by Hugo Fox.

**20.44 County Councillor Roger Huxstep joined the meeting at 7pm.**

Cllr Huxstep summarised difficulties facing local and national government. Testing is critical in a 'virus war'. HCC are grateful for the work carried out by the many volunteers in the Meon Valley villages. He drew the Council's attention to attention paid by HCC to employment skills and climate change.

A member of the Council warned of a strong crime wave currently targeting rural non-residential properties. Neighbourhood Watch are doing a good job but villagers should be vigilant. The Police think it is organised crime. Councillor Huxstep said he would advise other parishes.

Shedfield Parish Council has commissioned experts to put a case for why HCC should refuse planning permission to extract sand at Five Oaks Farm, Shedfield.

**20.45 Parish matters**

20.45.1 Green Open Spaces Working Group Report (GSWG) (previously circulated)

Cllr Shepherd had

a) The Allotments: The 2 diseased trees which were the primary source of concern had been pollarded but the Council has been advised that they should be felled within 12 months. Estimated cost £4000. Adequate stock-proof fencing remains an issue; the Clerk was requested to write to the landowner. The Council is waiting for permission to install a gate from the lessor of the allotments, confirmation of the location and preferred material. Cllr Horn advised timber would be his preference but it would be more expensive. He undertook to pursue the enquiry.

- b) The Recreation Ground: The last remaining picnic table was condemned and removed. A sum to replace with a sustainable item should be set aside in the 2021/2 budget.
- c) Droxford Cemetery. The GSWG will develop a plan for the future of the Cemetery. Allotment holders have volunteered to help, initially with a working party to clear debris over the first week-end in October. More volunteers will be required. The Clerk was asked to arrange for the removal of debris. Cllr Heller asked if stony element of burial waste was classed as part of consecrated spoil. The Clerk undertook to look into how other burial authorities manage consecrated spoil.

**ACTION:**

Allocate sums for a) & b) to budget	Clerk
Book skip or carrier to remove brushwood 5 Oct if cheaper option.	Clerk
Write to the landowner – Grove Stables	Clerk
Seek permission to install gate, confirm position and material.	CH
Advertise for volunteers for c) on FB and WhatsApp	DS
Handling consecrated spoil in Cemeteries.	Clerk

## 20.46 Footpaths & ROW

20.46.1 FP9 Wayfarers Walk: Correspondence from the Executors of the Manor House estate. The Executors had advised they did not consider that responsibility to replace the timber pedestrian gate at junction of FP12 with FP9 (Wayfarers Walk) between the churchyard and the Manor House field lay with the estate. It was agreed the Council had discharged a moral obligation in acknowledging the contribution of the previous landowner to the village with the purchase and installation of a pedestrian gate from Mill Lane.

**RESOLVED:** to write to the Executor to explain landowners' responsibilities under the Highways Act 1980 Section 146

**ACTION:**

Letter to Executors of the Manor House Estate.	JM
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20.46.2 Permissive footpath linking Droxford village to the Cemetery:

Hampshire Countryside Access had declined to consider a grant for a permissive path. Permissive paths do not fall within prescribed criteria for funding. Other routes for the path have been considered but may risk upsetting householders along the way. The Council returned to the option to access from A32 by the Courtyard (formerly Townsend) but agreed the cost cannot be found this year. Cllr Shepherd has professional experience of grant funding for Charities and offered to look into opportunities. Her offer was gratefully accepted by the Council.

**ACTION:**

Explore grants options	DS
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20.46.3 ROW signage between the Square and the Meon Valley Trail.

Parish Councils do not have statutory powers to place signage adjacent to definitive footpaths (defined as Rights of Way). The Council has been advised that to be enforceable signage must comply with Highway Code graphics and cannot include a Parish Council logo. Permission must be sought from HCC to place any signage adjacent to a Right of Way, irrespective of land ownership, as would apply to the War Memorial gate which is on Droxford FP9 Wayfarer's Walk. Hampshire Countryside Service will supply 6 x 50mm 'No Cycling' discs to the Footpath Warden.

**ACTION:**

Advise the Council when delivery of discs due.	FP Warden
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**20.47 Roads & Highways**

Cllr Ford said there was nothing to report on general matters this month.

**20.48. Correspondence.**

20.48.1 Letter received from a resident regarding installation of timber posts on the Parish Green. The matter had been discussed and the Council stated its position at the start of the meeting. See Minute ref: 20.42.4

**ACTION:**

Letter to resident	Clerk
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20.48.2 Letter on behalf of residents of St Mary’s Close

The letter sought the Council’s support for provision of extra car parking be drawn to the attention of WCC with a proposal to convert part of the grassed garden area to provide extra parking spaces.

The Council had previously consulted Hampshire Highways over the question of parking bays without success. Councillor Pearson said he would make enquiries with WCC and pass his findings back to the Council.

20.48.3 Covid-19 Community Engagement and Intelligence Gathering:

County Councillor Huxstep had requested the Parish Council to -

- a) Provide feedback to enable HCC to gauge effectiveness of HCC provision of support and work to engage with communities during lockdown.
- b) Encourage direct participation in new panel for residents ‘Hampshire Perspectives’.

The Council acknowledged awareness of a need for a Communications Policy to enable to the Council to communicate with residents in a more timely fashion. Cllr Heller was asked to assist in considering options.

**ACTION:**

Draft Communication Policy	AH
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**20.49 Information exchange and items for next meeting.**

Litter pick Saturday 24 October, NALC model Standing Orders. Budget.

**20.50. Date of next full Parish Council meeting.**

6.00 pm Thursday 15 October 2020, via Zoom

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

## **APPENDIX A – PLANNING REPORT**

### **1. APPLICATIONS DETERMINED**

**Ref: SDNP/20/00121/HOUS**

Proposal: Two storey side extension and new front porch.

Location: Meon Way, Northend Lane, Droxford. SO32 3QN

**DECISION: APPROVED**

Ref: SDNP/20/02133/TCA

Location: Silkstede, Mill Lane, Droxford SO32 3QS

Proposal: Conifer tree roots damaging adoptable highway and adjacent garden brick wall. Tree overhanging road reducing width. Tree planted approximately 40 years ago. No consideration when planted as to its mature size. Located opposite entrance gate to Parkers Cottage in Mill Lane.

**DECISION: NO OBJECTION**

Ref: SDNP/20/01987/HOUS

Proposal: Proposed Two Storey Barn Extension and Minor Revisions to Previous Extant Permission.

Location: The Mill House, Mill Lane, Droxford, SO32 3QS

**DECISION: APPROVED**

Ref: SDNP/20/01052/FUL

Proposal: Proposed seasonal holiday accommodation, including two bell tents, landscaping and car parking

Location: Pappys Place, Park Lane, Swanmore. SO32 3QQ

**DECISION: REFUSED**

Ref: SDNP/20/02719/TCA

Proposal: 2 x Conifers. Remove. Causing cracks and damage to the brick retaining wall - see attached photographs and Structural Engineer's report.

Location: West House Cottage, South Hill, Droxford, O32 3PB

**DECISION: RAISE NO OBJECTION**

Ref: SDNP/20/02193/TCA

Proposal: Conifer (T1) - fell as close to ground level as possible, in order to prevent damage to wall and improve on the natural light. Plum (T2) - to reduce away from the utility lines (to allow an approximate clearance of 0.5 meters) and to reduce the remaining crown by approximately 1 meter to suitable growth points, in order to contain the crown and improve on the natural light.

Location: Manor Farm Cottage, High Street, Droxford SO32 3PA

**DECISION: RAISE NO OBJECTION**

### **2. DECISION PENDING**

**Ref: SDNP/19/05951/PRE**

Location: Land at Park Lane Droxford Southampton Hampshire SO32 3RF

Proposal: Residential development of site allocation reference SD65 to provide 37 new homes together with additional on-street car parking, the partial demolition of Park Cottage and junction improvements.

### **3. APPLICATIONS IN PROGRESS**

**Ref: SDNP/20/01984/DCOND** (pursuant to SDNP/16/04613/FUL)

Proposal: Discharge of Condition No's: 8, 10, 11, 12, 14, 17, 18, 19, 22, 24, and 26 of Planning Consent.

Location: Upland Park Garrison Hill Droxford SO32 3QL

**Ref: SDNP/20/02349/HOUS**

Proposal: Existing integral garage to be converted to dining room with bedroom above & single storey kitchen

Location: Linden Lea, Northend Lane, Droxford, SO32 3QN

**Ref: SDNP/20/00938/FUL**

Location: The Hambledon Hunt Kennels Garrison Hill Droxford Southampton Hampshire SO32 3QL

Proposal: Temporary use of land and siting of a Mobile Home for a period of three years.

**4. ENFORCEMENT - EXTANT**

**Ref:18/00346/BLEG**

Location: Hill Farm Orchards, Droxford Road, Swanmore.

Reason: Alleged breach of legal agreement.

**Ref: SDNP/18/02338/DCOND**

Proposal: Discharge of condition 4 of approved planning permission

SDNP/17/03779/FUL

Location: Office Over Meringtons Stores Garrison Hill Droxford SO32 3QL

***The Application for Discharge of Conditions (24/9/19) has been PARTIALLY discharged except for the following condition. It appears that the flats are occupied despite the condition not being met.***

*'Prior to any work commencing on site, details of a scheme for protecting the proposed dwelling from external noise shall be submitted and approved in writing by the Local Planning Authority. Such a scheme shall ensure that, upon completion of the development, the noise levels stated in paragraph 5.1 of the 24 Acoustics noise impact assessment report ref R7194-1 Rev1 (that formed part of the application) shall be achieved.*

## **APPENDIX B – FINANCE REPORT (summary of transactions 18/7 -1/08)**

### **INCOME RECEIVED**

Cemetery (memorial + interment)	650.00
Grove Stables contrib. ref: Allotment tree	650.00
Allotment fees	44.64
CIL s106 payment	41,414.62
<b>Total</b>	<b>42,759.26</b>

### **DIRECT DEBITS& STANDING ORDERS**

SO R Hoile July + August	1,011.40
DD Telefonica - parish mobile July + August	45.12
<b>Total</b>	<b>1,056.52</b>

### **PAYMENT OF ACCOUNTS TO BE AUTHORISED 17/9/20**

Estate Maintenance Services – July	300.00
Estate Maintenance Services – August	336.00
Arthur Gallagher & Co t/a Came & Company	686.26
J T Carpentry to fit new swing seat 7 chain sets	80.00
WCC to empty dog bins – July	20.00
WCC to empty dog bins – Aug/Sept/Oct	60.00
R Hoile exp - office £48.20 + zipwire seat set £66.62	128.15
<b>Total</b>	<b>1610.41</b>

## BANK RECONCILIATION 31 AUGUST 2020

Balance as per bank statements at 31 August 2020					
<b>BANK ACCOUNTS:</b>				£	£
Instant Access AC ...069				<b>75,001.63</b>	
Cemetery AC ...980				<b>3,526.94</b>	
Current AC ...455				<b>2,440.07</b>	
Add: un-banked cash at 31 August 2020				-	
Less: un-presented payments					
Estates Maintenance Services - July		300.00			
Estates Maintenance Services - Aug		336.00			
G Horn & son		50.00			
Arthur J Gallagher		686.26		<b>- 1,372.26</b>	
Net balance 31 Aug 2020					<b>79,596.38</b>
<b>CASH BOOK:</b>					
Opening Balance 1 April 2020				37,051.05	
Add: Receipts to 31 August 2020				61,904.69	
Less: Payments to 31 August 2020				- 19,359.36	
Closing balance per cash book as at 31 August 2020					<b>79,596.38</b>
<b>RESERVES</b> as at 31/8/20					
Capital Reserve*				15,994	
CIL/s106	£4798 b/f + £41,414.62 new			46,213	
Cemetery Reserve				6,032	
ICT Reserve				1,358	
Running Costs				10,000	
Reserves as at 31 August 2020					<b>79,596.38</b>
* Balancing figure					