

MINUTES
DROXFORD PARISH COUNCIL MEETING
6.00pm Thursday 19 November 2020
held via Zoom Meeting Room link

PRESENT: Mark Dennington, Max Ford, Angharad Heller, Chris Horn, Colin Matthissen, Janet Melson, Di Shepherd.

IN Rosemary Hoile – Clerk

ATTENDANCE:
MEMBERS OF None
THE PUBLIC

20.68 Apologies for absence.

None

20.69 Declarations of Interest.

None

20.70 Minutes

a) Parish Council meeting held 15 October 2020.

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

RESOLVED unanimously to approve as a correct record.

20.71 The Chair's Report of Matters arising from the previous minutes and correspondence not on the Agenda.

Local Heroes Award:

A Local Hero Award has been presented to the Parish Council by the Mayor of Winchester in recognition of the Council's ongoing efforts to ensure that local people are cared for during the pandemic. The Chair commented that whilst appreciative of the award, the efforts of volunteers, particularly those who had established the community support group were deserving of recognition and that this should be viewed as an award to the entire village community.

Matters arising - review of actions which remain open from 15 October minutes.

1. Condemned picnic table:

Cllr Shepherd offered to pick up advertising the picnic table on Facebook and WhatsApp from the Clerk. The picnic table can be collected free-of-charge from the back of the Pavilion.

2. Permissive path around the perimeter of the field adjacent to the school:

Cllr Horn said closure of the path on 1 December has been postponed to the New Year due to there being no immediate urgency and to continue to provide a well utilised walking area during Lockdown 2. Cllr Horn had checked terms of the Countryside Stewardship Scheme and advised the Council to make provision in 2021/22 budget of £450 for a new scheme to keep the path open for the interim if they were so minded.

3. Parking at St Mary's Close

District Councillor Pearson advised the Clerk prior to the meeting that there had been no response to his initial challenge to WCC Highways first reply.

20.72 Public Forum

20.72.1. No members of the public joined the meeting to raise concerns.

20.72.2. County & District Council Councillors' reports:

Written reports had not been received; county or district councillors were not present.

20.73 Planning (Appendix A)

20.73.1 New planning applications

None

20.73.2 Enforcement

Ref: 18/00346/BLEG Hill Farm Orchards.

WCC Planning Enforcement Administration had advised the case number had been closed due to 'created in error'. Relating to the same site the status of the following are 'Pending consideration'.

Ref: 19/00105/BCOND Hill Farm Orchards.

Ref: 20/00098/COU Upper Hill Farm Droxford. Breach: Alleged change of use of land.

20.74 Finance and Governance

20.74.1 Payment of accounts.

RESOLVED: To authorise payment of accounts listed in Appendix B

20.74.2 Bank reconciliation to 31 October 2020.

NOTED.

20.74.3 CIL project – Resurfacing and associated works in the Square.

Extra meeting of Droxford Parish Council Project Working Group held at 6pm 2 November 2020 via Zoom:

The Clerk, Mark Dennington, Janet Melson and Colin Matthissen were present to discuss tenders received by the Project Manager. Cllr Matthissen had researched the financial status of applicants. Technical compliance of the bids had been assessed by the Project Manager and he answered councillors' questions concerning value for money, project delivery, completion and insurance. He recommended an on-site meeting with the preferred contractor who had submitted the lowest bid. Following the meeting the Project Manager confirmed he was satisfied that all aspects of the contract were fully understood; he recommended the Council should appoint Authorn Ltd. In the interim he had checked lead times to deliver the specified aggregate. The supplier advised durability would be considerably enhanced by the surface being laid in mild weather and their recommendation is for it to be laid between the months of April to October. The Project Manager had confirmed that Authorn Limited would be available to start the work on Tuesday 6 April 2021 and had further confirmed with the supplier that their quoted price would be held until then. The Chair requested members of the Project Working Group present to raise hands to indicate approval of the following resolution.

To approve the minutes of the extra meeting of Droxford Parish Council Project Working Group held on 2 November 2020 were an accurate record of the meeting.

RESOLVED: to approve the minutes subject to a correction of 2 statements made by the Chair which were attributed to Cllr Matthissen in error.

ACTION:

| | |
|--|-------|
| To circulate amended minutes to the Project Working Group and DG | Clerk |
|--|-------|

The Chair then asked all Councillor to ratify acceptance of the lowest tender as recommended by the Project Manager.

RESOLVED: That the Council were satisfied sufficient checks and procedures had been undertaken and were content to appoint Authorn Ltd to resurface the Square.

ACTION:

| | |
|-------------------------------------|-------|
| To advise David Golland (BS&PM Ltd) | Chair |
|-------------------------------------|-------|

20.74.4 Call for bids for CIL projects 2020/21 (closing date 31 January 2021)

The Chair outlined the revised timing of Phases 1, 2 and 3 for the Square and the Parish Green as a consequence of postponing commencement of resurfacing works until the first week of April. An alternative proposal to remove the low wall and gates had been suggested for the Parish Green which would be considerably less expensive and enhance the approach to the Church. On receiving expressions of approval from members the Chair therefore moved the following resolution in order to obtain the Council's approval to progress with the Church and other bodies prior to engaging wider consultation.

To consider the concept of a 'green demarcation' or box hedging and/ or topiary as an alternative to a low wall between the Square and the Parish Green.

The Council unanimously **RESOLVED** to approve.

ACTION

| | |
|--|----------|
| Make provision in 2021/2 budget. | Clerk/CM |
| Arrange meetings with stakeholders and volunteers. | Chair |

It was agreed that further consideration would be given to applying for CIL funding depending upon the suitability of capital projects agreed when the 2021/2 budget is discussed..

20.74.5 20/21 Budget.

The Finance Working Group had held a preliminary budget meeting on Zoom on 5th November. The revised budget will be circulated by Cllr Matthissen for consideration at the December parish council meeting.

ACTION

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| Complete re-presentation of budget and circulate with meeting papers. | CM/Clerk |
|---|----------|

20.74.6 Droxford Standing Orders (November 2020) have been updated to align with NALC Model Standing Orders, the primary change being the inclusion of remote meetings.

RESOLVED: To approve

ACTION

| | |
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| Upload to website following Chair's double check. | Chair/Clerk |
|---|-------------|

20.74.7 Data Privacy Notice (November 2020)

RESOLVED: To approve

ACTION

| | |
|--------------------|-------|
| Upload to website. | Clerk |
|--------------------|-------|

20.74.8 Clerk's salary increase in with NALC 2020 pay scale published 26 August 2020.

RESOLVED: To approve salary increase backdated to 1 Apr 2020 and amend the Standing Order for payment.

20.74.9 Annual Governance and Accountability Return (AGAR) y/e 31 March 2020.

The Council **NOTED** receipt of the Conclusion of Audit and the final External Auditor Report and Certificate. Cllr Matthissen was satisfied that the Council had received a clean report. The Chair noted that this involves considerable time and thanked the Clerk for her work in achieving this outcome.

20.75 Parish matters.

20.75.1 Allotments, Recreation Ground and Cemetery.

Cllr Shepherd had previously circulated the Green working Spaces report. Allotment volunteers, lead by Judit Appel will be putting forward proposals for Spring sowing and planting in the Cemetery. Cllr Shepherd requested a possible release of £500-£1000 in early Spring for such planting and weed killer, although she is hoping that contributions from the community will cover some of the cost. Cllr Shepherd advised that if we missed the planting window, the volunteers' time given so far would be wasted, in that the weeds would return.

Cllrs Shepherd and Heller are working on a Cemetery policy.

20.75.2 End of allotment year letter.

ACTION

| | |
|--|----|
| Amend standard letter for Clerk to send to all plot holders 1 Dec. | DS |
|--|----|

20.75.3 Annual play inspection 2021:

Cllrs Shepherd and Heller recommended the Council request WCC arrange the annual play inspection (£49.50 plus VAT) to include the life expectancy assessment (£4.95 plus VAT), a full DDA assessment (£9.95 plus VAT) and a play value assessment (£9.95 plus VAT).

ACTION

| | |
|-------------------------------|-------|
| Advise WCC before 30 November | Clerk |
|-------------------------------|-------|

20.75.4 Land boundary of Grove Stables and the allotment gardens.

Cllr Horn confirmed G. Horn and Sons own the strip of land occupied by a row of trees on the southern boundary of the allotments and the well between the allotments and the paddock.

ACTION

| | |
|---|----------------|
| Write to the landowner of Grove Stables Cap the well | Clerk CH/MD |
|---|----------------|

20.76 Footpaths & ROW

20.76.1 DMMO 1150 Droxford FPs 3 & 4

The Chair summarised the Footpath Warden's recommendation* previously circulated to the Council (*Clerk's note: quoted in the minutes of this meeting to provide clarity)

*'That Droxford PC writes to HCC confirming its agreement, within the DMMO 1150 'made order' with the introduction of a Bridleway joining Droxford FP 501 with Swanmore FP 1 through Phrympt Wood on the established 3 metre wide Permissive Footpath, subject to the established Droxford FP 3 being **diverted** onto the new Bridleway for the length of its parallel route to the junction with Droxford FP4 and Swanmore FP1 and importantly **subject to all landowners agreement**. It is considered unnecessary to have and maintain two paths so close together at this point.'*

The Chair asked the Council to indicate their agreement to the made order to combine the footpath with the bridleway was considered sensible.

RESOLVED: To agree.

ACTION

| | |
|---|-----------------------|
| Write to HCC to confirm the PC's agreement to the DMMO 1150 | Clerk/Footpath Warden |
|---|-----------------------|

DMMO 1020 Droxford FP1 (Corhampton & Meonstoke FP37)

A very small section lies in Droxford CP, most of the route traverses Corhampton CP)

The current DMMO is in abeyance until agreement has been secured from all the landowners.

The Chair advised the Council to support the landowners when the Appeal is heard.

20.76.2 Matters arising: Permissive path to the Cemetery.

Cllr Dennington said the matter is complicated because it involves Highways. He will conduct further research.

20.76 Roads & Highways

20.76.1 Temporary Speed Indicator Device (SID)

Corhampton & Meonstoke Parish Council have obtained a temporary speed indicator device for locations on Warnford Road, Corhampton. Cllr Ford had discussed the device with the Chair of Corhampton & Meonstoke Parish Council. He advised that licence to use the device is conditional on installation for two weeks at a time at 8 week intervals. The device is easy to install or HCC will install for a fee. It is battery operated and provides electronic data read out. The Council is offering use of the device to neighbouring parishes for £50 per session.

The Chair observed that manpower assistance is required to put it up.

Cllr Horn proposed a trial run of a temporary SID on stretches of road approaching Meringtons crossroads.

RESOLVED: To approve

ACTION

| | |
|--|-------|
| Write to the Chair of Corhampton & Meonstoke to accept trial use of a SID for 2 weeks. | MF |
| Obtain copy Agreement from HCC | Clerk |

20.76.2 Midlington Road path: overhanging foliage between the round House and Kites Cottage.

The Council had not received a response, nor had any action been taken, following their letter to the landowner requesting foliage be cut back. The Clerk asked the Council's instruction to send a follow-up letter.

RESOLVED: To defer until the next meeting to allow the landowner sufficient time to carry out the work.

20.77 Correspondence

20.77.1 Kissing gate between the churchyard and the Manor House Paddock.

The family had written to the Council to confirm the sale of the Manor House and that the matter of replacement of the kissing gate would be handed to the new owner. The Chair will write to thank the Executors for cutting back the foliage hanging over cars parked in the Square and offer the

Council's formal appreciation for the Denham family's contribution and generosity to Droxford for many years.

20.77.2 South Downs Parishes Workshop via Zoom 4-6pm 8 December.

20.78 Information exchange and items for next meeting.

Communications Policy. Portsmouth Water.

Cllr Ford offered his apologies for the next meeting.

20.79 Date of next full Parish Council meeting.

6.00 pm Thursday 10 December 2020, via Zoom

The meeting closed at 7.55 pm

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

APPENDIX A – PLANNING REPORT

1. APPLICATIONS DETERMINED

Ref: SDNP/03993/HOUS

Location: Fox Corner, Midlington road, Droxford SO32 3PD

Proposal: 2 storey rear extension

DECISION: APPROVED

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.

DECISION: NO OBJECTION

Ref: SDNP/20/03408/TCA

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

Proposal: Horse Chestnut - Partial reduction.

DECISION: NO OBJECTION

Ref: SDNP/20/04358/TEL

Proposal: Erect 1 x 8m wooden pole.

Location: Mobile Home No.4 Four Acres Midlington Road Droxford SO32 3PD

DECISION: NO OBJECTION

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

DECISION: APPROVED

2. PENDING CONSIDERATION

Ref: SDNP/20/01971/FUL

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

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

Ref: SDNP/20/02770/HOUS

Location: 1 The Laurels Union Lane Droxford SO32 3QP

Proposal: Loft Conversion with dormer

Ref: SDNP/20/03811/HOUS

Location: 20 the Park, Droxford. SO32 3QQ

Proposal: Replacement of roof and frames to existing rear conservatory.

3. APPLICATIONS IN PROGRESS

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.

Ref: SDNP/20/03480/TCA

Proposal: Fell Spanish Chestnut (summary of proposal)

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

Ref: SDNP/20/04015/FUL (closing date for comment 22/10/20)

Location: Dadkhah Stud, Park Lane, Swanmore, SO32 3QQ

Proposal: Construction of 3 bedroom chalet dwelling with office space and laboratory for owner/operator of Dadkhar Stud.

Ref: SDNP/20/04133/TCA (Determination deadline 6/11/20)

Location: Studwell Lodge South Hill Droxford Southampton Hampshire SO32 3PB

Proposal: Reduce 3x large Thuja by 50%

4. ENFORCEMENT see Minute ref. 20.73.2

APPENDIX B – FINANCE REPORT (summary of transactions 1 – 31 October)

INCOME RECEIVED

| | |
|----------------------|---------------|
| Sams Mobile Catering | 176.00 |
| Total | 176.00 |

DIRECT DEBITS & STANDING ORDERS

| | |
|-------------------------------|---------------|
| SO R Hoile October | 505.70 |
| DD Telefonica - parish mobile | 23.28 |
| Total | 528.98 |

PAYMENT OF ACCOUNTS TO BE AUTHORISED 15 October

| | |
|--|----------------|
| Estate Maintenance Services Inv 2798 Oct contract | 300.00 |
| PKF Littlejohn (external auditors) | 360.00 |
| Finest Wood fuels (play bark) | 372.00 |
| R Hoile expenses - Internet/office £23.66 + pea shingle 122.78 | 145.44 |
| Total | 1177.44 |

BANK RECONCILIATION 31 OCTOBER 2020

| BANK ACCOUNTS: | | £ | £ | £ |
|--|-----------------------------|--------|-------------|------------|
| Instant Access AC ...069 | | | 90,993.07 | |
| Cemetery AC ...980 | | | 6,368.00 | |
| Current AC ...455 | | | 4,497.14 | |
| LESS unrepresented payments | | | | |
| Royal British Legion | | 25.00 | | |
| Finest Woodfuels Ltd | | 372.00 | | |
| PKF Littlejohn | | 360.00 | | |
| EMS Oct | | 300.00 | -1,057.00 | 100,801.21 |
| | | | | |
| | Net balance 31 October 2020 | | | 100,801.21 |
| CASH BOOK: | | | | |
| Opening Balance 1 April 2020 | | | 37,051.05 | |
| Add: Receipts to 31 October 2020 | | | 87,898.55 | |
| Less: Payments to 31 October 2020 | | | - 24,148.39 | |
| Closing balance per cash book as at 31 October 2020 | | | | 100,801.21 |
| RESERVES: | | | | |
| Capital Reserve* | | | 36,863 | |
| CIL/s106 £4798 b/f + £41,414.62 new | | | 46,213 | |
| Cemetery Reserve, incl £336 (25% cem receipts - Aug) | | | 6,368 | |
| ICT Reserve | | | 1,358 | |
| Running Costs | | | 10,000 | |
| Reserves as at 31 October 2020 | | | | 100,801.21 |

