

MINUTES

DROXFORD PARISH COUNCIL MEETING

6.00pm Thursday 16th February 2023

Droxford Village Hall

PRESENT: Councillors: Chris Hawkesford, Colin Matthissen, Janet Melson (Chair), Lewis Smith

IN ATTENDANCE: Ailsa Duckworth – Parish Clerk/RFO
District Cllrs Malcolm Wallace and Vicki Weston

PUBLIC: No members of the public were present

23.15 Apologies for absence

Cllrs Mark Dennington, Chris Horn, Di Shepherd; County Cllr Hugh Lumby, District Cllr Frank Pearson

23.16 Declarations of Interest

None were declared.

23.17 Minutes of the meeting held 19th January 2023.

Minutes of the meeting held on 19th January 2023 were approved as a true and accurate record.

23.18 Chair's Announcements

(1) Review of matters arising and actions from the Minutes of the 19th January 2023.
Outstanding actions were as follows:

- a) **Clerk** to confirm co-option of Mr Chris Hawkesford with the Returning Officer; create email address and add contact details to the website - **COMPLETED**
- b) **Clerk** to confirm the finalised draft budget with Cllr Matthissen and publish - **OUTSTANDING**
- c) **Clerk** to continue to include CIL funds as a separate line on the monthly bank reconciliations - **COMPLETED**
- d) **Clerk** to submit VAT claim to HMRC - **COMPLETED**
- e) Re. Driver Belcher/Deeds: **Clerk** to liaise both with **County Cllr Lumby** and other local Clerks to get advice and suggestions for next steps - **ONGOING**
- f) **Clerk** to ascertain the pension scheme used and complete the redeclaration within the deadline as per the Workplace Pensions Law requirement - **COMPLETED**
- g) **Clerk** to finalise revised costs for allotment holders for 23-24 with Cllr Shepherd and send invoices - **OUTSTANDING**
- h) **Clerk** to progress the Kompan quote as soon as possible - **COMPLETED**
- i) Re. addition of quote to plinth: **Chair** to take this forward - **ONGOING**
- j) Re. meeting with Community Engagement Ranger: **Clerk** to follow up on agreed actions - **COMPLETED**
- k) Re. local enquiry for DMMO: **Clerk** to confirm attendance from Droxford PC - **COMPLETED**

I) **Cllr Smith** feedback to the Chair of Droxford Neighbourhood Watch - **COMPLETED**

23.19 Public Forum

- (i) There were no members of the public present.
- (ii) County Cllr Lumby and District Cllrs Wallace and Weston had sent reports which had been circulated prior to the meeting. There were no questions from Councillors. District Cllr Weston noted the requirement for ID at elections. The **Clerk** will add this information to the website. District Cllr Wallace reported on the Warmer Homes grants. The Chair thanked the Cllrs for their clear reports and wished District Cllr Weston all the best for the future as she will be stepping down in May.

[District Cllr Weston left the meeting]

23.20 Planning

1. New Applications and Planning Report – Appendix A

NOTED: Decisions determined by SDNPA, including Appeals, Enforcement cases and Pre-applications were noted.

23.21 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 January.

2. Finance

- a) **ONGOING:** Community Infrastructure Levy (CIL).
 - i) **NOTED:** An application for CIL funding will be submitted by the **Chair** to fund a bicycle rack next to the Village Hall.

3. Governance

- a) **ONGOING:** Driver Belcher/Deeds. The **Clerk** will take this forward and report back at the April PC meeting.

4. Pavilion

- a) **NOTED:** There are two bookings for the Pavilion and one for Rec hire.
- b) **NOTED:** The Cricket Club are installing storage within the Pavilion and a meeting will be held to finalise the contract and agree how dates for bookings/matches will be communicated going forward.

ACTION: Clerk and Chair to meet with Cricket Club to finalise contract.
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23.22 Allotments, Recreation Ground and Cemetery

- 1. NOTED:** Allotments – The **Clerk** is to meet with Mike Vear to confirm allotment holders and invoicing for 23-24.

2. **ONGOING:** Recreation Ground – Zipwire & Play Area
NOTED: Three quotes were considered for a replacement zipwire, from Rhinoplay, Ava Recreation and Playsafe Playgrounds. It was agreed that additional questions regarding payment terms and guarantees would be asked to Playsafe Playgrounds, as this was the most competitive of the compliant quotes.

ACTION – Clerk to obtain information on the points raised by the Councillors.
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3. **NOTED:** Cemetery – The **Clerk** is to oversee removal of the water butt; report the leaking standpipe to Portsmouth Water and purchase a brown bin for the entrance.
4. **NOTED:** Garden of Reflection – It was confirmed that there is budget remaining to fund the addition of the wording to the plinth. The epicormic growth on the lime tree on the opposite side of the wall to the garden has been cut back but will require monitoring.

23.23 Lengthsmen

NOTED: The Lengthsmen are due to visit on the 22nd February. A work schedule has been compiled based on feedback from residents.

23.24 Footpaths & ROW

NOTED: There was nothing to report regarding Footpaths and ROW.

23.25 Roads & Highways

- a) **NOTED:** A separate meeting was held with the Chair of Droxford Neighbourhood Watch, which was helpful in clarifying the positions of all parties and agreeing the best way to progress the Smartwater initiative.
- b) **NOTED:** Cllr Smith had a meeting with Highways to discuss White gates at the entrances to the village. It was agreed that he would move to the next stage of the process with the Highways Department.

23.26 Combatting Climate Change

- a) **NOTED:** Cllr Hawkesford reported on the Hampshire Climate Change Community Action event and made suggestions for some ideas and activities that could be replicated in Droxford.
- b) **NOTED:** The Climate Café is to be held on Saturday 25th February. It is intended that a Working Group will develop from this to take ideas forward, with the support of the PC.

23.27 Correspondence and other matters requiring the Council's attention

- a) **NOTED:** The response from Buckingham Palace re. the letter of condolence sent was noted. The **Clerk** is to frame the letter to be hung in the Village Hall.
- b) **NOTED:** King's Coronation. **Cllr Hawkesford** is to take forward the idea of a challenge coin as the commemorative item, featuring the Droxford logo and official coronation logo. These would be given to the children of Droxford and adults would have the option to purchase them also.
- c) **NOTED:** Coronation Street Party. It has been agreed that The Square will be made available for an afternoon party on Sunday 7th May, organised by residents. The **Chair** is to attend the organisation meetings.

- d) **NOTED:** Community Litterpick. A date is to be agreed and the **Clerk** will advertise locally for volunteers.

23.28 Information Exchange and items for the next meeting.

23.29 Date of the next Meeting

6.00pm Thursday 16th March 2023, Droxford Village Hall.