

MINUTES
DROXFORD PARISH COUNCIL MEETING
6.00 pm Tuesday 15th March 2022
Droxford Pavilion, Droxford

PRESENT: Councillors: Mark Dennington (Chair), Chris Horn, Hugh Lumby, Colin Matthissen, Frank Pearson, Di Shepherd, Lewis Smith,

IN ATTENDANCE: Ailsa Duckworth – Parish Clerk/RFO

PUBLIC: None in attendance

22.29 Apologies for absence

Cllrs Angharad Heller, Janet Melson and Victoria Weston

22.30 Declarations of Interest

Cllr Matthissen declared an interest relating to agenda item 7.1 item d (22.35, item d).

22.31 Minutes of the meeting held 17th February 2022

Minutes of the meeting held on 17th February 2022 were approved as a true and accurate record.

22.32 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 be made to SNDPA Planning Department – COMPLETED**
- b) **Confirm that DPC will not comment on Settlement Hierarchy – COMPLETED**
- c) **Email in support of Upham Parish Council – COMPLETED**
- d) **Reserve accounts reviewed – COMPLETED**
- e) **Annual Return to be submitted – ONGOING**
- f) **Obtain and circulate a report re. internal audit 4th February 2022 – COMPLETED**
- g) **Move forward with cemetery plans as outlined – ONGOING**
- h) **Advise Mr Pepper of fingerpost decision/request approvals – COMPLETED**
- i) **Thank Mrs Jordan for suggestions for tree on Village Green – COMPLETED**

22.33 Public Forum

- (i) No members of the public were present.
- (ii) Councillor Weston had kindly provided a report prior to the meeting which was circulated. Cllr Pearson updated the PC on the Local Plan. Cllr Lumby reported that the 20's Plenty for Us campaign was due to start shortly; that there has been an increase in Council Tax; and that there were currently bird flu exclusion zones locally. Cllr Shepherd raised a question with Cllr Lumby regarding motorbike noise, as this is outside the scope of the 20's Plenty initiative. Cllr Lumby reported that noise pollution monitors are to be installed locally, and this will be done in Autumn. The Chair thanked the Councillors for their reports.

(Cllrs Lumby and Pearson left the meeting at this point.)

22.34 Planning

1. New Applications and Planning Report – Appendix A

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

ACTION

Comments to be made to SNDPA Planning Department re. SDNP/22/00638/FUL.	Clerk
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2. Enforcement cases

a) **NOTED:** The current enforcement cases were noted.

b) **NOTED:** Following correspondence from the Chair to SDNPA, the enforcement case regarding 1 Down Vale (tree felling in a conservation area and ongoing building works without approval) is to be reopened.

ACTION

Share the recent correspondence to update those residents who had alerted the DPC of their concerns regarding this case.	Clerk
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22.35 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). No such payments made.

c) **NOTED:** To review Bank Reconciliation for February.

d) **NOTED:** Sheen Stickland have been advised that the Basic PAYE function for HMRC for paid DPC employees will be taken in house from April 2022.

2. The Pavilion

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

b) **APPROVED:** The Pavilion Hire Agreement (previously in draft) was approved for use.

c) **APPROVED:** The Cricket Club had requested that a shipping container be used to replace the current storage facilities, for which a grant from Sport England had been secured, and be clad or screened with a relatively mature hedge.

ACTION

Feedback the approval for the container installation to the Cricket Club ASAP.	Clerk
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3. CIL Annual Monitoring Return 2021

a) **NOTED:** The WCC CIL Officer has confirmed the figures to be returned, and advised on future CIL funding.

ACTION

Annual return to be completed and submitted as soon as possible.	Clerk
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4. Date for Annual Meeting 2022

a) **NOTED:** The Annual Meeting is to take place on Thursday 19th May 2022. An article has been written for The Bridge magazine noting this date, amongst other items.

b) **NOTED:** The requirements relating to nominations for local Parish Council Elections were requested.

ACTION

Parish Council election dates and requirements to be circulated to all Councillors.	Clerk
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5. Internal Audit Report Q3

- a) **NOTED:** The report following the Internal Audit undertaken by Fair Account for Q3 was circulated and noted.

22.36 Allotments, Recreation Ground and Cemetery

1. Parish Green Update

- a) **NOTED:** Councillor Dennington reported that three quotes had been obtained for the landscaping works. It was agreed that Ways & Design Limited, a company based in Droxford, would undertake the work, and would be managed by Cllr Dennington. Work is due to start at the beginning of April and take approximately one month. The invoices for both the armillary sphere and the benches have been approved and the items ordered.

ACTION

Confirm quote approval and acceptance with Ways & Design Ltd, noting payment terms.	Clerk
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2. Green Spaces Working Group Report

- a) **NOTED:** Councillor Shepherd reported the mole removal and soil flattening had taken place at the cemetery, therefore the agreed letter regarding the memorial garden/costs can now be circulated to local Funeral Directors and Stone Masons.

ACTION

Send a mailshot to local, relevant companies.	DS/Clerk
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- b) **NOTED:** The zipwire maintenance remains outstanding and is now a priority to complete. The name of a suitable contact was proposed and Cllr Shepherd will contact them and arrange the required works immediately.
- c) **NOTED:** The previously suggested Droxford Festival idea is no longer being progressed by residents.

22.37 Lengthsmen

- a) **NOTED:** There has been no further work carried out since the last meeting to update on, and the next scheduled visit date is currently unknown.

22.38 Footpaths & ROW

- a) **APPROVED:** Two letters were received for review and approval relating to U189, a 200-metre section of the river Meon in the middle section of Mill Lane, Droxford. As this river section is currently designated as Highway, it is being used for sport by large off-road vehicles rather than for route of passage, which historically it may have been used for horse and cart access to the Mill. Both letters are to be sent to the HCC Director of Economy, Transport and Environment, Mr Stuart Jarvis and have support from several members of The Meon Valley Partnership, including but not limited to, South Downs National Park Authority; The Environment Agency; Hampshire and Isle of Wight Wildlife Trust; and Wessex Rivers Trust.

ACTION

Confirm support from the DPC for both these letters.	Clerk
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- b) **APPROVED:** There is a planning application currently under review (SDNP/22/00335/FUL) relating to a property on Oxford Road, through which a short footpath runs. Footpath 10 is a little used remote path approximately 225 metres in length, which includes 7 stiles. The Footpath Warden has suggested writing to request that the stiles are replaced with pedestrian gates, or further still the footpath be closed.

ACTION

Thank the Footpath Warden for his detailed explanation and recommendation, and make this request formally to SDNPA.	Clerk
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22.39 Roads & Highways

- a) **NOTED:** Cllr Smith reported that recent fly tipping on Hacketts Lane and the demolition of the Five Ways road sign has been reported to WCC, and will be followed up.
- b) **NOTED:** The TSID will return on 1st April 2022 for a further two weeks.
- c) **NOTED:** The 20's Plenty for Hampshire campaign, which seeks to make 20mph the default speed limit on streets throughout Hampshire in places where people live, is due to begin and Cllr Lumby will report on developments at WCC. Cllr Smith is to represent Droxford and will discuss this campaign at the Annual Parish Meeting to gather residents' views.

ACTION

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

- a) **DEFERRED:** Queen's Platinum Jubilee celebrations 2-5th June 2022
- b) **NOTED:** Any trees planted to commemorate the Jubilee, are eligible for a Queen's Green Canopy designed plaque, which are to be provided by WCC.
- c) **APPROVED:** The Meon Valley Garden Club would like to plant a tree for the Jubilee in the cemetery.

ACTION

Thank the MVGC for their kind offer and agree appropriate tree.	DS
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- d) **APPROVED:** Register for this year's Great British Spring Clean in preparation for the Jubilee and Country Fair.

ACTION

Sign up and order bags and digital resources.	Clerk
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- e) **APPROVED:** It was agreed that a banner advertising Droxford Junior School, for this year's September intake, could be positioned on the Village Green. The School's Site Manager will be responsible for securing the banner in an appropriate place. It will be removed in time for the Country Fair advertising.

ACTION

Confirm approval and conditions of approval to Droxford Junior School.	Clerk
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20.41 Information Exchange and items for the next meeting.

20.42 Date of the next full Parish Council meeting
6.00pm Thursday 21st April 2022, Droxford Village Hall.