

Minutes
ANNUAL MEETING of DROXFORD PARISH COUNCIL
6.00 pm Tuesday 4th May 2021
Held virtually.

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

IN ATTENDANCE: Rosie Hoile, Parish Clerk

MEMBERS OF THE PUBLIC:
Chair of the Friends of Droxford Church. (FODC)

Councillor Melson opened the meeting and explained that Government legislation had not been extended to allow local councils to hold virtual public meetings after 7th May 2021. Consequently face-to-face meetings to discuss council business in public are not permitted until after 21 June 2021.

21.1 Apologies for absence.

Chris Horn.

21.2 Election of a Chairperson and vice chairperson.

The Council unanimously **RESOLVED** to elect Councillors Janet Melson and Mark Dennington as Chair and Vice Chair respectively of Droxford Parish Council for the forthcoming year.

21.3 Declarations of Acceptance of Office.

The Chair and Vice Chair's verbal acceptances of office were **NOTED**. The Clerk will deliver the Acceptance of Office forms to be signed before the next meeting.

21.4 Acceptance of the Code of Conduct. NOTED

ACTION:

Hand-deliver paper copies of AoO and CoC forms	Clerk JM/MD
--	-------------

21.5 Assignment of responsibilities

The Chair asked the Council if there were any responsibilities members did not wish to continue with.

RESOLVED: Councillors were content to continue membership of the following Working Groups -

- Finance (FWG) Finance, Policies and Governance.
Angharad Heller, Colin Matthissen, Janet Melson.
- Planning (PWG) All planning matters including Enforcement.
Mark Dennington, Chris Horn,

- Capital Projects (CPWG) (Current and future projects)
The full Council.
- Communications (COMMS WG) website, social media.
Janet Melson, Di Shepherd, Lewis Smith.
- Green Spaces (GSWG - Green Spaces encompasses play equipment safety and maintenance, grounds maintenance at the Recreation Ground and Cemetery. Allotments (representative to attend annual allotment meeting). Practices & policies at the Allotments, Recreation Ground and the Cemetery.)

Angharad Heller, Di Shepherd

- Roads, Transport & Highways. (RTHWG)

Janet Melson, Lewis Smith

- Lengthsmen

The Chair will ask the Footpath Warden if he is willing to assist with coordination of the Lengthsmen programme.

ACTION

Email Footpath Warden	JM
-----------------------	----

21.6 Residents as members of working groups or to assist the Council:

- Footpaths & ROW (Annual cutting list & infringements)
The Footpath Warden has contributed good and detailed reports.
The Chair will ask if he is content to continue assisting the Council.

ACTION

Email Footpath Warden	JM
-----------------------	----

21.7 Policies and documents reviewed in the previous year.

The Council's key documents were thoroughly reviewed in November 2019 and January 2020.

RESOLVED to re-adopt -

- (i) Standing Orders November 2019 (ii) Financial Regulations January 2020

21.8 Policies and documents to be reviewed in the forthcoming year.

RESOLVED: Councillor agreed to scrutinise as follows -

- (i) Child Protection Policy Dec 2016 – Angharad Heller.
- (ii) Safeguarding Children Policy 2016 - Angharad Heller.
- (iii) Equality & Diversity Policy 2012 – Mark Dennington.
- (iv) Health & Safety Policy 2017 – Mark Dennington.
- (v) Complaints Policy 2015 – Mark Dennington.

- (vi) Data Privacy – Colin Matthissen.
- (vii) Website Accessibility Statement – Di Shepherd.
- (viii) Parish reserves – Colin Matthissen.

ACTION

Circulate documents to councillors in ‘Word ‘	Clerk
---	-------

21.9 Calendar dates for forthcoming meetings.

Unless legislation changes public meetings in May and June are duly cancelled. The Chair proposed and it was **AGREED** to hold an informal council meeting on Wednesday 2nd June on Zoom.

RESOLVED:

Dates on which to hold face to face meetings on the third Thursday of the month (except October at the request of the bookings manager) at Droxford Village Hall after 21st June -
 15th July / 15th Sept / 14th October (second Thursday) / 18th November / 9th December (second Thursday due to Christmas) / 20th January / 17th March / 21st April.

CLOSE OF ANNUAL MEETING of the PARISH COUNCIL

USUAL BUSINESS

Public forum:

The Chair of the Friends of Droxford Church was present to ask how and when the consultation for the Parish Green will be held. The question was intended to follow a statement sent to the Clerk by the Chair of the Community Interest Company (CIC) with a request for it to be read out. The Clerk had not forwarded the statement to the Council because it had been received after the agenda had been published and meeting papers sent out. The statement was not read out to the Council because there was no opportunity to do so in the course of this meeting.

The Chair responded that it was not an agenda item, therefore she did not propose to discuss the matter at this meeting.

21.10 Minutes of the Parish Council meeting held 15th April.

Councillor Shepherd raised a number of errors and omissions relating to the previous Minutes. To save time it was agreed to send the Clerk a list. The minutes will be presented for approval at the next meeting.

ACTION

List of actions, errors & omissions	DS
-------------------------------------	----

21.11 Review of matters arising from the previous Minutes.

- a) Pavilion - Draft lease hire– DCC committee has not met since 15th April meeting **ONGOING**.
- b) Wayfarers' Walk finger post – Cost to be obtained ongoing. **ONGOING**
- c) Churchill bench – to be ordered. **ONGOING**
- d) Toddlers' swing - order replacement seats. **ONGOING**
- e) Cyber risk assessment - **ONGOING**

21.12 Annual Governance and Accountability Return (AGAR) 2020-21

The governance and accounting statements, asset register, explanation of variances and statement of reserves had been checked by Councillor Matthissen. The Clerk had not received the documents in time to circulate to the Council. Councillor Matthissen could not recommend the Return be approved until the Council had seen the Governance Statement and Statement of Accounts in order to meet the deadline to approve the Return before 7th May. The Council **AGREED** to meet at 6.00pm Thursday 6th May specifically to resolve the AGAR 2020-21.

RESOLVED TO DEFER:

- a) Statement of reserves 31 March 2021
- b) Asset register 31 March 2021
- c) Internal Auditor's Report.
- d) Annual Governance Statement.
- e) Annual Statement of Accounts.

ACTION

Circulate d) and c) to the Council	Clerk
------------------------------------	-------

21.13 Payment of accounts

RESOLVED:

- a) To ratify payment of invoices which required payment between meetings:
Authorn Ltd £58,470.74 to resurface the square; Authorn Ltd £5,994.00 to relay the path in the Cemetery; BSPM £900.00 for Project management services for all contract works concerning the Square: O'Neill Construction £3,636.00 for trench works in the Square.
- b) Invoices received since the previous meeting as listed in Appendix A of the Minutes.

21.14 Scheme of delegation to the Clerk.

The scheme of delegation was recommended by Hampshire-ALC allows to enable payments to be made for ongoing contracts, work

where quotations have been accepted, and essential repairs until the next Parish Council meeting can be held in public on 15th July.

RESOLVED:

To raise the level at which the Clerk can raise payments without the Council's prior approval from £250 as stated in current Standing Orders to £500. Payments will be approved by email and subject to the usual authorisation by 2 existing signatories.

21.15 Other matters requiring the Council's attention.

a) Operation Resilience – damage by HCC contractors to the new surface on the Square. HCC ref: 21556266 (logged 30/4/21)

Photographs of damage to the new surface of the Square by HCC highways contractors had been forwarded to Hampshire County Highways. Councillor Dennington said the contractors had not requested permission to park vehicles on The Square. David Golland (Project Manager of the resurfacing contract) has been requested to assess damage and estimate the cost to repair.

b) Operation Resilience – query raised by resident concerning maintenance of flow of water down South Hill following re-surfacing works to South Hill.

HCC ref: 21555632 (logged 27/4/21)

The query had been forwarded to Hampshire County Highways and responded to by the Highway Engineer – Planned Maintenance. The clerk was advised that the contractors will be instructed to re-instate the 'hump' as instructed on the Engineer's drawing of the junction.

21.16 Information Exchange and items for the next meeting.

Annual Governance and Accounting Return 2020-21

21.17 Date of the next full Parish Council meeting.

Thursday 6th May 6.00pm via Zoom.

The meeting closed at 7.20pm

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

APPENDIX A – FINANCE REPORT (summary of transactions 1 – 30 April 2021)

INCOME RECEIVED	£
Corhampton & Meonstoke PC (50% share of mobile phone 2020-1)	111.89
Paul Howe – erroneous payment of SO for allotment rent	13.14
WCC - Precept part 1 of 2	18,832.50
Private donation	800.00
Burial fees	500.00
Total	20,257.53

DEBTORS	
Square rent	164.00
Total	164.00

DIRECT DEBITS & STANDING ORDERS	
SSE 18/12/20 – 21/3/21	121.20
DD Telefonica - parish mobile April	21.36
R.Hoile April salary	520.00
Total	662.56

PAYMENT OF ACCOUNTS TO BE AUTHORISED 4th May 2021	
P Howe (refund of erroneous SO payment)	13.14
Hampshire ALC	307.42
HCC (Street lighting)	469.69
JT Carpentry & Building	60.00
EMS South Inv 3439	300.00
R.Hoile May office expenses	83.65
WRN Services	135.37
Total	1369.27

Bank reconciliation 1- 30 April 2021

BANK ACCOUNTS:		£	£	£
	Instant Access AC ...069		27,625.57	
	Cemetery AC ...980		6,868.00	
	Current AC ...455		3,942.20	
LESS unrepresented payments				
	Hampshire ALC	307.42		
	HCC (street lighting)	469.69		
	JT Carpentry & Building	60.00		
	Hampshire Fire Protection	132.00		
	EMS I 3439	300.00	- 1,269.11	
Net balances 3 April 2021				37,166.66
CASH BOOK:				
	Opening Balance 1 April 2021		88,232.93	
	Add: Receipts to 30 April 2021		20,257.53	
	Less: Payments to 30 April 2021		- 71,323.80	
Closing balance 30 April 2021				37,166.66
RESERVES:				
	Capital Reserve*		20,462	
	CIL/s106 £4798 b/f		4,798	
	Cemetery/c 6468 - 5994 + 75(25% memorial/burial fe		549	
	ICT Reserve		1,358	
	Running Costs		10,000	
Reserves as at 30 April 2021				37,166.66
* Balancing figure				

APPENDIX B - PLANNING REPORT 4th MAY 2021

1. **DETERMINED**

Ref: SDNP/21/00534/HOUS

Location: 1 The Laurels Union Lane Droxford SO32 3QP

Proposal: Re submission of previous application SDNP/20/02770/HOUS, with the addition of a obscure Velux window within the en-suite.

DECISION: APPROVED

Ref: SDNP/21/00737/TCA

Location: Old Mill Cottage Mill Lane Droxford Southampton Hampshire SO32 3QS

Proposal: Large mature ash on boundary with 'The Mill Droxford' to be felled.

DECISION: RAISE NO OBJECTION

2. **DECISIONS PENDING**

None notified.

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/20/04015/FUL

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/21/00601/FUL

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

Location: Equestrian stables with hardstanding & replacement fencing.

Ref: SDNP/21/01262/FUL and SDNP/21/01263/LIS

Proposal: Convert existing shed into coffee kiosk by replacing internal structure of shed with adapted shipping container.

Location: The Bakers Arms, High Street, Droxford, SO32 3PA

Ref: SDNP/21/01401/FUL

Proposal: Equestrian sand school

Location: The Mill House Mill Lane Droxford SO32 3QS

Ref: SDNP/21/01475/HOUS and SDNP/21/01476/LIS

Proposal: Internal refurbishment of ancillary coach house building

Location: Manor House High Street Droxford SO32 3PA

Ref: SDNP/21/ 01666/FUL

Proposal: Erection of horse stables and feed and hay storage.

Location: Hazelholt Farm Hazelholt Bishops Waltham SO32 1GA

Ref: SDNP/21/ 01768/HOUS

Proposal: Construction of a temporary timber clad garden building.

Location: Millers Cottage, High Street, Droxford, SO32 3PA

4. ENFORCEMENT Status as of 4/12/20: (last update received)

Ref: SDNP/20/00590/COU 1 Park View, Union Lane

Alleged storage of the building materials associated with the business and extensive building works in the front garden - represents a vehicle hazard on the narrow road.

Status as of 4/12/20: (latest update) Awaiting first site visit.

Ref: 19/00105/BCOND Hill Farm, Droxford Road Swanmore,

Alleged breach of conditions 4,6,7,9 and 10 of planning consent 07/00138/FUL/

Status as of 4/12/20: (latest update) The owner has been asked submit a planning application to regularise t/he breach. No application had been received.

Ref: 20/00098/COU Upper Hill Farm, Droxford Road Swanmore

Alleged change of use of land. (*superceded case closed Ref:19/00105/BCOND Hill Farm Orchards*) **Status** as of 4/12/20: (latest update)