

**MINUTES**  
**DROXFORD PARISH COUNCIL MEETING**  
**6.00 pm Tuesday 14<sup>th</sup> June 2022**  
**Droxford Pavilion, Droxford**

**PRESENT:** Councillors: Angharad Heller, Janet Melson (Chair), Di Shepherd, Lewis Smith  
**IN ATTENDANCE:** District Councillors Vicki Weston and Malcolm Wallace  
Ailsa Duckworth – Parish Clerk/RFO  
**PUBLIC:** None in attendance

**22.64 Apologies for absence**

Cllrs Mark Dennington, Chris Horn, Colin Matthissen; County Cllr Hugh Lumby and District Cllr Frank Pearson

**22.65 Declarations of Interest**

None declared

**22.66 Minutes of the meeting held 19<sup>th</sup> May 2022**

Minutes of the meeting held on 19<sup>th</sup> May were approved as a true and accurate record.

Cllr Melson requested that the document header was changed to reflect that the meeting was the Annual Parish Meeting (**COMPLETED**).

**22.67 Chair's Announcements**

(1) Review of Matters arising

The Chair reviewed actions and matters arising from the minutes of 19<sup>th</sup> May 2022.

Outstanding actions were as follows:

- (a) **The three deferred policies to be forwarded to Cllr Matthissen for review.**
- (b) **Meeting dates agreed for the rest of the year to be published on the website, and an alternative location sought for the 13<sup>th</sup> September meeting.**
- (c) **A Strategic Working Group is to be scheduled in Autumn for considering future infrastructure projects which may be CIL funded.**

**22.68 Public Forum**

(i) No members of the public were present.

(ii) Cllr Melson welcomed District Councillor Wallace to his first Droxford Parish Council meeting following his recent election.

County Cllr Lumby had provided a written report that was circulated prior to the meeting.

District Cllr Vicki Weston updated the Council on the work that the Soberton and Newtown Ukraine Group (SNUG) was undertaking. Any pleas for items such as school uniform, school books and general clothing are to be shared on the PC website.

District Cllr Wallace raised WCC's Local Plan and suggested that DPC does make a comment on the Five Oaks planning application around traffic issues.

District Councillor Weston left the meeting.

## 22.69 Planning

### 1. New Applications and Planning Report – Appendix A

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

ACTION – Cllr Horn to provide comment on application 20/01483/HCS following request from Strategic Planning at HCC

### 2. Enforcement cases

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

Cllr Heller left the meeting.

## 22.70 Finance and Governance

### 1. Payment of accounts

a) **APPROVED:** To authorise payment of accounts listed in Appendix B.

ACTION – Clerk to monitor Castle Water payments due to increase in direct debit amount for June.

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 were made.

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

d) **NOTED:** Q4 Internal Audit and AGAR preparation took place on Friday 10<sup>th</sup> June 2022.

e) **APPROVED:** The Annual Governance Statement 2021/22 for Droxford Parish Council was approved, signed and dated by the Chair and Clerk.

f) **APPROVED:** The Accounting Statements 2021/22 for Droxford Parish Council were approved, signed and dated by the Chair and Clerk.

### 2. The Pavilion

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

## 22.71 Allotments, Recreation Ground and Cemetery

### 1. Parish Green Update

**NOTED:** Cllr Dennington will be meeting with Ways & Design Ltd. to review a snagging list. He has been unsuccessful in his attempts to contact the Chair of FODC regarding the sum owed to the Parish Council in lieu of reparations/reinstatement works to the low wall at the Parish Green, partial demolition of which was permitted to facilitate the building of the Church annex. A formal letter will therefore be sent and Cllr Dennington will circulate a draft to Councillors detailing the costs to which FODC committed.

ACTION – Cllr Dennington to prepare and circulate letter.

It was agreed that cleaning the new benches would be included in the Lengthsmen's schedule. EMS South Ltd. are already cutting the grass and the watering (to support the growth of the new yew hedges) will be overseen by Cllr Matthissen in the short term.

## 2. Recreation Ground

- a) **NOTED:** The zip wire requires maintenance as soon as possible.

ACTION – Clerk to contact other local PCs to obtain a potential contractor to carry out repairs.

## 3. Cemetery

Cllr Shepherd reported that the gate had been mended successfully. EMS Ltd. have been requested to include strimming of the upper bank in their schedule of works. The graves which were levelled approximately a year ago will require relevening. Cllr Shepherd confirmed that a direct water supply to the cemetery, which will be metered, is in the process of being investigated. Finally, it was noted that new signage is required in the green spaces.

ACTION – Clerk to remind EMS re. the upper bank maintenance and confirm which company undertook the previous grave levelling.

## 22.72 Lengthsmen

- a) **NOTED:** The Lengthsmen are due to visit on 8<sup>th</sup> July. Areas of work will be agreed in liaison with the Footpath Warden.

## 22.73 Footpaths & ROW

- a) **NOTED:** The Chair would like the Footpath Review to be discussed with all Councillors, particularly Cllr Horn to represent a landowner's perspective and requested that it be deferred until September, but encouraged Cllrs to walk the paths in the meantime.

## 22.74 Roads & Highways

- a) Cllr Smith reported that all fly tipping had been removed from Hackett's Lane. The Temporary Speed Indicator Device (TSID) is back in position on the Village Green, and is reported to be successful in slowing down traffic as it enters the Village. Cllr Smith will continue to report on the 20's Plenty campaign, following its public consultation.

## 22.75 Correspondence and other matters requiring the Council's attention

- a) **REJECTED:** The further request from Mr Stewart Pepper regarding the fingerpost in The Square was discussed. It was agreed that the proposal of a new arm, naming the Community Hub and Café, was not necessary given that a new noticeboard has been submitted for Planning permission. The noticeboard will be able to provide sufficient information on the Community Hub. A further factor that was considered by the Parish Council was feedback from residents not in favour of an additional arm.

ACTION – Clerk to reply to Mr Pepper with outcome and reasons

## 22.76 Information Exchange and items for the next meeting.

**22.77**

**Date of the next Meeting**

6.00pm Thursday 21<sup>st</sup> July 2022, Droxford Village Hall.