

## MINUTES

### DROXFORD PARISH COUNCIL MEETING

6.00pm Thursday 16 July 2020

held via Zoom Meeting Room link

**PRESENT:** Mark Dennington, Max Ford (joined at 6.30pm) Chris Horn, Colin Matthissen, Janet Melson, Di Shepherd.  
**IN ATTENDANCE:** County Councillor Roger Huxstep, District Councillor Frank Pearson, District Councillor Vicki Weston, (County & District Cllrs departed 6.25pm) Rosemary Hoile – Clerk  
**MEMBERS OF THE PUBLIC** None

**20.23 Apologies for absence.**

None

**20.24 Declarations of Interest.**

None

**20.25 Co-option of a Parish Councillor** (Agenda item 8.9 brought forward by the Chair)

The Chair welcomed Angharad Heller to the meeting. Being the first virtual meeting at which co-option was taking place it was agreed to vote by a show of hands.

**RESOLVED** to co-opt Angharad Heller onto the Parish Council. Cllr Heller signed the Office of Acceptance and held the form up to the screen for all to see.

<b>ACTION</b>	AH to pass signed Code of Conduct to Clerk before the next meeting.
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**20.26 Minutes of the previous meeting.**

**RESOLVED** to approve as a correct record of the meeting held 18 June 2020.

**20.27 The Chair's report.**

**Covid-19**

The Chair thanked County Cllr Huxstep for the prompt update regarding HCC contingency planning for home to school transport and it is anticipated that the start of the Autumn term may cause a higher level of disruption on the roads close to the school as inevitably some parents will use private rather than public transport. Cllr Huxstep said that it is a dynamic situation which could change. HCC are trying to get children back to school.

<b>ACTION</b>	Remove ' Covid-19' from future agendas unless necessary to reinstate.
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**Matters arising from the Minutes not on the agenda.**

- a) The Direct debit to Portsmouth Water (PW) has been cancelled. A source of the leak has been located to between the pavilion and the cricket square but it is not yet clear if this is solely responsible for the apparently excessive usage. Cllr Dennington said PW have agreed to replace the PW meter and associated hardware at their expense.
- b) Proposed permissive footpath to Droxford Cemetery – visit by the WCC grants officer has been deferred.
- c) Request to hold events at the Pavilion – WCC Open Spaces have not responded to the clerk's request for clarification regarding ticketed events in Open Spaces.

<b>ACTION</b>	Chair/Clerk to monitor.
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**20.28 Public Forum**

1. There were no questions and comments regarding agenda items.
2. County & District Council Councillors' reports were previously circulated. County Cllr Huxstep will update the Council regarding any changes in school transport planning.

## 20.29 Planning (Appendix A)

### 1. Applications:

**Ref: SDNP/20/02349/HOUS**

Proposal: Existing integral garage to be converted to dining room with bedroom above & single storey kitchen

Location: Linden Lea Northend Lane Droxford SO32 3QN

**NO COMMENT**

**Ref: SDNAP/ 02719/TCA**

Proposal: To fell 2 trees 500cm from retaining wall adjacent to highway on South Hill. Damage progressive. To enable wall to be stabilised. (Summary of application)

Location: West House Cottage, South Hill, Droxford, SO32 3PB

**NO COMMENT**

### 2. Enforcement update.

**Ref: 18/00346/BLEG and 19/00105/BCOND Hill Farm Orchards**

The Clerk had received a request from the new WCC enforcement case officer for the current increase in the number and type of vehicles and up to date photographic evidence of the movements on site. A written record is advised because of the difficulty in gaining evidence to enforce against this type of case.

Cllr Horn pointed out that this particular vehicle movement is non-agricultural related which ignores the main issue, namely, Hill Farm Orchards being in breach of covenants contained in a legal agreement attached to planning permission to build cold storage facilities for the packing and distribution of fruit.

<b>ACTION</b>	Clerk to respond to WCC enforcement.
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### 3. Other planning matters:

**Ref: SDNP/20/01710/FUL**

The Council had been requested by Soberton Parish Council to support their objection to a planning application outside the Soberton settlement boundary to convert a redundant building in the stable yard into a holiday let. The Council noted the proximity of the location in Soberton Civil Parish (CP) is close to the boundary with Droxford CP. The Council resolved to restrict comment to matters impacting upon the Droxford network of footpaths used regularly by residents. Vehicular access to the proposed building in the stable yard is unauthorised, being currently by way of a bridleway from Station Road. The bridleway was recently created by SDNP from Soberton FP1 to enable access by horse riders to the Meon Valley Trail. The bridleway/FP1 connects to Droxford FP14 at the corner of the Beech Walk which crosses the River Meon and ends by the iron kissing gate on the south side of the Church.

It had been drawn to the Council's attention that there is an alternative access to the stables and proposed holiday let from further along Station Road which would mitigate contravention of vehicles traversing the bridleway.

**RESOLVED: To recommend to Soberton PC, should SDNP minded to approve the application to build a holiday let, that a condition be attached to the grant of planning permission that the southern access via a field gate from Station Road should be used by all motorised vehicles, at all times.**

<b>ACTION</b>	Clerk to write to Soberton PC.
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## 20.30 Finance and Governance. RESOLVED

1. **To authorise** payment of accounts Appendix B

2. **To ratify** payments made to AT Projects £2466-00 (£2011 + VAT £411-00)

3. **To note** bank reconciliation to 30 June and review the cashflow forecast, noting Spend v Budget to 30 June.

4. **To approve payment** of £150 to Citizens Advice approved in the 2020/21 Budget.
5. Re-surfacing the Square – appointment of Project Manager:  
**To appoint David Golland FRICS**, Building Surveying & Project Management Ltd to write the specification and produce the Schedule of Works, and, undertake the role of Construction Design & Management Principal Designer under CDM regulations.
6. **To defer** consideration of an application for a memorial.
7. **To defer** consideration of draft agreement for residents’ occasional hire of the Pavilion.
8. **To defer** adoption of NALC Standing Orders April 2020 - Covid-19 (updated 10/4/20)
9. Co-option of a Parish Councillor, item moved - see Minute ref 20.5

## 20.31 Working Group reports

### 1a Green Open Spaces

The Chair proposed to co-opt Cllr Heller to the Green Open Spaces Working Group.

**RESOLVED** to approve (unanimous)

Cllr Shepherd’s Green Open Spaces Report 16/7/20 had been previously circulated. The dying poplar tree is to be pollarded on 21/22 July to solve an immediate health& safety problem. The landowner of Grove Stables has offered to donate £650 to defray the full cost of £1970. Allotment holders have requested installation of a farm gate at the entrance of the allotments for reasons of security.

ACTION	
Invoice resident for contribution of £650	Clerk
Add to 2021/2 budget - remedial/removal of remaining dead/dying poplars	Clerk
Working party to review maintenance and consider future plans for the Cemetery	GSWG
Continue to review and update signage in line with Government legislation	Council
Request permission from G Horn & Sons to install a combined farm/pedestrian access gate access to the allotments.	Clerk
Include sum in 2021/2 budget for farm gate materials subject to lessor’s permission.	Clerk
Seek advice on pest problem in the allotments	GSWG
Liaise with Droxford JS to dispose of fallen ash tree branch	DS

### 1b. Recreation Ground:

The following quotations for repairs and maintenance of the zipwire runway and to the ground underneath the basket seeing were put before the Council for consideration -

1. To repair timber edging, replace geo-membrane, lay 13 cu m bark. Gross cost £1740 – 00
2. To supply and install 9 sq m safety surfaces beneath the Basket swing (2 options)
  - a) grass mat safety surface @ £63.50 m2. Net Cost £571-50
  - b) rubber mulch safety surface @ £97 m2. Net cost £873-00 excluding labour charge to remove existing matting.

**RESOLVED:**

- To postpone purchase of a safety surface beneath the basket swing until the next financial year.
- To close the zip wire until the sheath protecting the seat chain has been replaced and the runway timber edging and geo-membrane lining repaired.

ACTION	
	Clerk – add costs of safety surface and runway repairs to 2021/2 budget

### 1c. Cemetery:

Signage requesting parking is reserved for visitors to the Cemetery has been erected. Consideration of application to erect a memorial was deferred.

### 1d. Droxford Cricket Club:

Match fixtures resumed Sunday 11 July. Training sessions are planned for Wednesday evenings. The Cricket Club issued a Covid-19 risk assessment in line with guidance received from the English Cricket Board governing safe use of sports facilities. The Chair's request for removal of home players' and visitors' rubbish was included in the risk assessment.

## 2. Matters arising: Events on the Recreation Ground:

WCC have not responded to a request for guidance on holding ticketed events on public open spaces.

<b>ACTION</b>	Clerk to follow up.
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### 20.32 Footpaths & ROW

#### 1. Matters arising:

Permissive footpath to the Cemetery.

The Countryside Ranger's visit to assess eligibility for a grant has still not taken place due to Covid-19 restrictions. The Chair is in contact with the Ranger and will be notified as soon as he is able to visit.

#### 2. Signage:

**RESOLVED** to approve signage to advise no access to cyclists on footpaths and rights of way to protect the public, ie families out with their children and dogs while walking.

<b>ACTION</b>	Clerk to follow up.
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*Post-meeting note:* Parish Councils are not vested with the power to erect signs on or adjacent to ROW, on or off parish owned land, without permission from HCC. Advice is being sought from the parish volunteer for FPs & ROW.

### 20.33 Roads & Highways

#### 1. Matters arising:

School Transport – To note County Councillor Huxstep's response.

#### 2. Residents' parking in Droxford - Council's response to residents' queries.

The Parish Council's parking policy paper is attached to the minutes.

Cllr Shepherd noted that the paper had addressed many residents' concerns.

### 20.34 Correspondence.

#### 1 Swanmore College Community Committee:

In recognition that Swanmore College is the main secondary school serving Droxford the Chair agreed to attend on behalf of the Parish Council.

<b>ACTION</b>	JM to attend Swanmore College Community meeting 5.00pm 2 <sup>nd</sup> November
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#### 2. Grant Aid for Victim Support.

**RESOLVED:** The Council declined to support due to budgetary constraints.

#### 3. St Wilfred Café.

**RESOLVED:** The Council declined a request to fly feather flags in vicinity of the Square at any time for the reason of being inappropriate in a traditional/rural setting. The decision was unanimous.

#### 4 Meon Valley Garden Club – Autumn Plant Sale:

**RESOLVED** To permit the Meon Valley Garden Club to hold the plant sale on the Parish Green. The Council unanimously agreed to waive a fee due to current restrictions brought about by Covid-19.

### 20.35 Information exchange and agenda items for the next meeting.

Parish insurance. NALC Standing Orders April 2020 - Covid-19 (updated 10/4/20). Pavilion Hire Agreement.

**20.36 To approve the date of next meeting.**

Thursday 17 September 2020. Time and venue to be confirmed.

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

**APPENDIX A – PLANNING REPORT 16 JULY 2020**

APPLICATIONS DETERMINED

**Ref: SDNP/20/00121/HOUS**

Proposal: Two storey side extension and new front porch.

Location: Meon Way, Northend Lane, Droxford.SO32 3QN

**DECISION: APPROVED**

Ref: SDNP/20/02133/TCA

Location: Silkstede, Mill Lane, Droxford SO32 3QS

Proposal: Conifer tree roots damaging adoptable highway and adjacent garden brick wall. Tree overhanging road reducing width. Tree planted approximately 40 years ago. No consideration when planted as to its mature size. Located opposite entrance gate to Parkers Cottage in Mill Lane.

**DECISION: NO OBJECTION**

Ref: SDNP/20/01987/HOUS

Proposal: Proposed Two Storey Barn Extension and Minor Revisions to Previous Extant Permission.

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

#### **DECISION PENDING**

None

#### **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/19/05951/PRE**

Location: Land at Park Lane Droxford Southampton Hampshire SO32 3RF

Proposal: Residential development of site allocation reference SD65 to provide 37 new homes together with additional on-street car parking, the partial demolition of Park Cottage and junction improvements.

**Ref: SDNP/20/01984/DCOND** (pursuant to SDNP/16/04613/FUL)

Proposal: Discharge of Condition No's: 8, 10, 11, 12, 14, 17, 18, 19, 22, 24, and 26 of Planning Consent.

Location: Upland Park Garrison Hill Droxford SO32 3QL

Ref: SDNP/20/02193/TCA

Proposal: Conifer (T1) - fell as close to ground level as possible, in order to prevent damage to wall and improve on the natural light. Plum (T2) - to reduce away from the utility lines (to allow an approximate clearance of 0.5 meters) and to reduce the remaining crown by approximately 1 meter to suitable growth points, in order to contain the crown and improve on the natural light.

Location: Manor Farm Cottage, High Street, Droxford SO32 3PA

#### **ENFORCEMENT - EXTANT**

**Ref:18/00346/BLEG**

Location: Hill Farm Orchards, Droxford Road, Swanmore.

Reason: Alleged breach of legal agreement.

#### **TO BE RAISED WITH ENFORCEMENT**

**Ref: SDNP/18/02338/DCOND**

Proposal: Discharge of condition 4 of approved planning permission SDNP/17/03779/FUL

Location: Office Over Meringtons Stores Garrison Hill Droxford SO32 3QL

***The Application for Discharge of Conditions (24/9/19) has only partially been discharged except for the following condition, but it appears that the flats are occupied despite the condition not being met.***

*'Prior to any work commencing on site, details of a scheme for protecting the proposed dwelling from external noise shall be submitted and approved in writing by the Local Planning Authority. Such a scheme shall ensure that, upon completion of the development, the noise levels stated in paragraph 5.1 of the 24 Acoustics noise impact assessment report ref R7194-1 Rev1 (that formed part of the application) shall be achieved.'*

## APPENDIX B – FINANCE REPORT 16 July 2020

<b>INCOME RECEIVED</b>	<b>£</b>
Square- 2 x pitch rent	94.00
Allotments	31.02
Bank interest	45.52
<b>Total</b>	<b>170 .54</b>

## **DIRECT DEBITS & STANDING ORDERS**

Clerk's salary - June	505.70
Telephonica UK Ltd	21.14
<b>Total</b>	<b>526.84</b>

## **ACCOUNTS TO BE AUTHORISED**

EMS June contract	300.00
R. Hoile clerk's expenses – June	23.66
R. Hoile for Playdale Playgrounds Ltd – swing seats	291.96
Hampshire ALC (affiliation fee & NALC levy)	305.10
G. Horn & Son (annual rent – allotments)	50.00
<b>Total</b>	<b>970.72</b>

## **BANK RECONCILIATION 30 JUNE**

<b>BANK ACCOUNTS:</b>		£	£
Instant Access AC ...069		<b>40,587.01</b>	
Cemetery AC ...980		<b>3,526.94</b>	
Current AC ...455		<b>3,679.16</b>	
Less: un-presented cheques at 30 June 2020			
	HCC Street Lighting	- 429.18	
	Fair Account	- 145.00	
	EMS - April	- 300.00	
	R Hoile May expenses	- 23.66	
	Alsoils+	- 120.00	
	EMS- May	- 300.00	
	PMG Building	- 1,200.00	
	M Stevems	- 32.00	
	R Hoile June exp	- 214.84	
	ATP Projects	- 2,466.00	
	EMS -June	- 300.00	
		<b>- 5,530.68</b>	
Add: un-banked cash at 30 June 2020		-	
Net balance 30 June 2020			<b>42,262.43</b>
<b>CASH BOOK:</b>			
Opening Balance 1 April 2020		37,051.05	
Add: Receipts to 30 June 2020		19,125.43	
Less: Payments to 30 June 2020		- 13,914.05	
Closing balance per cash book as at 30 June 2020			<b>42,262.43</b>