

**DROXFORD PARISH COUNCIL**  
**Minutes of the Meeting of Droxford Parish Council**  
**7.30pm on Thursday 19 October 2017 at the Village Hall, The Square, Droxford**

**PRESENT:** Mark Dennington, Colin Matthissen, Janet Melson, Vice-Chair,  
**IN ATTENDANCE:** District Councillor Vicki Weston (arrived 8pm) County Councillor Roger Huxstep (arrived 8.35pm) Rosemary Hoile – Clerk  
**PUBLIC** None

**17.66 Apologies for absence:**

District Councillor Linda Gemmell, Councillors Ann Newman, Chris Horn. Barbara Chandler was indisposed. Cllr Melson took the Chair.

**17.67 Declarations of interest:** None

**17.68 Minutes**

Minutes of the Parish Council meeting held on 19 September 2017 had been previously circulated and were **APPROVED** as a true and accurate record.

The Chair reviewed recent actions and noted play area equipment repairs are still ongoing.

**17.69 County and District Councillors' Reports:**

District Cllr Vicki Weston reported on new WCC house-build numbers. In addition to 76 new homes at Stanmore, 300 additional to the existing programme for 300 homes can be built due to extra Government funding. WCC have introduced a scheme to clean up outside city shops. Draft of the central city re-generation scheme will be published on 30 October.

County Councillor Roger Huxstep arrived late following attending part of the Police and Community Together (PACT) meeting at West Meon Village Hall. He reported:

HCC Cabinet had accepted departmental statements for 19% cuts to the budget across the board to achieve a net saving of £140m over 2 years.

**17.70 Finance, Grants & Governance**

**17.70.1 Schedule of payments listed in Appendix A. APPROVED**

In addition, payment of the following invoices received on 19<sup>th</sup> October was **APPROVED**

Authorn Limited - Invoice 5100 £ 16, 968.90

The Village Hall £ 58.50

**17.70.2 Bank reconciliation to 30 September 2017. APPROVED** and signed by Cllr Matthissen

**17.70.3 Annual Return 2016/17 - Completion of the external audit by BDO.**

The Council **APPROVED** the return but did not agree with the Issues Arising Report. The Clerk had listed the table tennis table on the asset register on 4 April 2017, the day the table was received and installation signed off.

Payment cleared the parish bank account on the same day, namely 4 April 2017. Cllr Matthissen considered the external auditor's findings of a breach to be trivial.

External auditor report and certificate. The Council **NOTED** the report.

ACTION	WHEN	WHO
Scan and post audit documents on the website	Before 16 Nov	Clerk

**17.70.4 The Finance Working Group (FWG) AGREED** to meet on 26<sup>th</sup> October to draft the 2018 / 2019 budget.

ACTION	WHEN	WHO
Forward spend v budget spreadsheet to the FWG	w/c 23 Oct	Clerk
Assemble quotations for annual maintenance and other works.		

**17.70.5 Financial Regulations:**

a) Droxford Financial Regulations: Councillor Melson recommended removal of clauses relating to the opening tender documents for contracts. **APPROVED**

b) Issue of hard copy of equipment passwords and pin numbers contained within a sealed envelope to the Chair Pursuant to Droxford Financial Regulation 6.11 (October 2017 ) **DEFERRED**

ACTION	WHEN	WHO
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a) Publish on website	Before 16 Nov	Clerk
b) November agenda		

17.70.6 **Matters Arising – Telephone kiosk:**

Confirmation of ownership of the heritage telephone kiosk had not yet been resolved. WCC are still looking into the matter. **ONGOING.**

17.70.7 **'Raise for the Rec':**

The Clerk reported a total of £2465.04 (after expenses) was raised during the Scarecrow Festival 9 - 23 September. Of this £1695.65 was in aid of works to the Pavilion, £274.35 for play equipment and £495.04 was raised from the proceeds of the Harvest Supper on 7 October for play equipment.

*( Post meeting note: £22.43 in cash donations were received in the Scarecrow Festival donations box in aid of Pavilion funds at the post office.)*

17.70.8 **Churchyard gates:**

It has become increasingly difficult to open or close the gates due to repairs required to the hinges. The Council **RESOLVED** to repair.

ACTION	WHEN	WHO
Obtain quotation	Asap	MD/ Clerk

17.71 **Planning:**

17.71.1 **New Planning Applications**

**Ref:** SDNP/17/04153/HOUS (Parish Consultee letter ref DC/TU/OUNVCXTULB90K)

**Location:** Mylor House Swanmore Road Droxford Southampton SO32 3PT

**Proposal:** Single storey side extension to dwelling. Velux windows and external staircase to existing garage.

**NO COMMENT.**

**Ref:** SDNP/17/04997/TPO

**Proposal:** Dismantle tree to ground level.

**Ref:** SDNP/17/05206/TCA

T1, see attached report. T2, Yew. Located in rear garden to? tip reduce the canopys height by 2-3m, and to reduce selective lateral limbs overhanging the garden by 2m to bring the canopy into shape and under control.

**Location:** Stedham House , South Hill, Droxford, SO32 3PB

The Council made **NO COMMENT**

**Ref:** SDNP/17/05081/APNB

**Location:** North Spindleberry, Park Lane, Upper Swanmore, Hampshire, SO32 2QQ

**Proposal:** Proposed agricultural building.

The Council raised **OBJECTION**

ACTION	WHEN	WHO
Contact case officer. Submit comment.	By 6 Nov	MD

**Ref:** SDNP/17/04520/LDE

**Location:** Swanmore Barn Farm, Park Lane, Swanmore, Southampton, SO32 2QQ

**Proposal:** Change of use of land from agricultural to equestrian.

An enforcement case is open (SDNP/15/00408/COU) Councillors considered the parish does not need another equestrian establishment. The Council raised **OBJECTION**

ACTION	WHEN	WHO
Contact enforcement officer. Submit comment.	By 10 Nov	MD

**Ref:** SDNP/17/04873/TPO

**Location:** South Hill Cottage , South Hill, Droxford, SO32 3PB

**Proposal:** T1 Lime - Reduce low limbs by 3 to 4 metres T2 Holly - Reduce and trim by 30%

To maintain the trees to their surroundings and for the avoidance of doubt.

The Council made **NO COMMENT.** (Local Authority delegated decision).

17.71.2 **Ref:** SDNP/17/04810/PRE

**Location:** Waterside Cottage, Cutts Arch, Droxford .

**Proposal:** Proposed single storey side extension connecting existing annex to main dwelling, providing new living space and bedroom quarters. Re-cladding to specified areas of existing dwelling.

**NOTED**

- 17.71.3 The Planning Report was **NOTED**. Cllr Dennington continues to monitor activity on the Townsend site.
- 17.71.4 The SDNP Consultation Parishes Workshop was attended by Cllrs Melson and Dennington. The Clerk has received a memory stick of the draft SDNP Local Plan. A draft consultee response will be circulated for councillors' comments before the next meeting.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Circulate pdf of an online response to be considered at the next meeting. (Response can be changed before 21 Nov final submission due date)	By 16 Nov	MD/JM/Clerk

## 17.72 Recreation Ground, Cemetery and Allotments:

- 17.72.1 **Play area inspection log:** Not received.
- 17.72.2 Recreation Ground Play Project: Cllr Dennington reported that fencing, works to the court and car park surface had been completed except the earth mound around the tarmac has to settle before tamping down and seeding. Another round of grant funding has been advised by 'Tesco Bags of Help' scheme administrators, Groundworks UK.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
The Council to consider	On completion of existing works	The Council

- 17.72.3 Droxford Pavilion: In response to residents' design suggestions for how the Pavilion could be improved and/or extended, the Chair –advised that a Working Group will be established. Proposals will be subject to Parish Council agreement as the owner of this asset, will require a business case and will be subject to community consultation if proposals are more extensive than envisaged in the parish plan. **APPROVED**  
Cllr Dennington proposed drawing up a list of essential repairs to be included in the 2018/19 budget. This was agreed.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Arrange an initial meeting to form a Working Group and scope options	Dec onwards	JM to chair first mtg.
Cost repairs for 2018/19 budget	By 16 Nov	MD

- 17.72.4 Droxford Scarecrow Bonfire and Fireworks event Saturday 4 November. Volunteers had met to plan the event and allocate tasks. The Council was responsible for ensuring a risk assessment was completed as required by the parish insurers. The Clerk had applied to WCC Licensing for a Temporary Events Notice. (Final pre-event meeting 30 Oct.)
- 17.72.5 Allotments update: Nothing to report

## 17.73 Roads, Transport and Highways

- 17.73.1 Drainage line across the Manor Field to the River Meon: The Environment Agency (EA) had forwarded the culvert inspection report and confirmed land owners between the A32 and the River Meon as the riparian owners responsible for maintenance. Over 7 tons of silt had been cleared before EA work ceased, the riparian owner of the outlet section is deemed responsible to complete the remainder. The Council consider the current situation unsatisfactory, and will ask for sight of correspondence between the EA and the riparian owner. The Council owns the Village Green under which one section of the drainage line runs from the Square to the Manor House wall.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Write to riparian owner of the Manor House field	Nov/Dec	JM

- 17.73.2 Hampshire Police and Crime Panel meeting 6 November  
Jerry Pett, Vice Chair Corhampton & Meonstoke Parish Council had attended on behalf of Meon Valley parishes. The Chair expressed appreciation for his input on Droxford's behalf. Although no further forward at this stage, he maintained a line of dialogue with the panel which will be pursued with Felicity (Flick) Drummond, recently appointed Assistant Police and Crime Commissioner.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Liaise with Jerry Pett	As required	JM

- 17.73.3 Lengthsmen work (Highways) schedule for w/c20 November: To ensure the ditch outside the Corner House on Swanmore Road is clear of obstruction. The Clerk will list other sites (top of Mayfield Lane ditch) and Swanmore Road verges.
- 17.73.4 Matters Arising:  
 HGV signage / Swanmore Road: It was **agreed to defer** pending sending letter to Hampshire Highways describing the problem pending collection of evidence.  
 Ash tree over hanging B2150 Hambledon Road: No information received

**17.74 Footpaths & ROW**

- 17.74.1 Lengthsmen work schedule w/c 20 November: The footpath wardens will advise.
- 17.74.2 The Council considered the warden’s Footpath Report, previously circulated and summarised here:  
 ‘There are no other footpath issues except a new field kissing gate at the entrance to the Manor field nearest the Mill. Part of Wayfarers’ Walk and therefore eligible for a grant) and reconfiguration of the two stiles on FP 17 below Whitelands. Some Whiteland residents have offered support and their services. The idea (initiated by the SDNP Ranger) is to remove both of the stiles and install one kissing gate. This will also require a short fence across the gap leading to the Whitelands gardens. A resident has indicated that they would fund/fix a gate for their 'permissive' use. A step will be required at the original legacy stile position which SDNP have offered to assist with.’

Councillors - **AGREED** to walk the routes in question with as many of the members of the Council as possible on Saturday 28 October and further discuss at the November meeting. DEFERRED

**17.75 Parish Matters**

**Broadband in the Meon Valley**

Cllr Melson had written to Peter O’Sullivan to thank him for recent updates including the consultation response and article in The Bridge. The Council acknowledges his expertise exceeds that of anyone in Droxford, willing to step forward, and appreciate his diligence spent on behalf of our communities.

ACTION	WHEN	WHO
Liaise with Peter O Sullivan and Corhampton & Meonstoke PC	ongoing	JM

**17.76 Consultations, Meetings & Training.**

- 17.76.1 National Highways and Transport Public Satisfaction Survey – The Chair
- 17.76.2 South Downs Local Plan Pre-submission Consultation – Cllr Dennington / Cllr Melson

ACTION	WHEN	WHO
To complete surveys and consultation where applicable to Droxford	20 Oct & 21 Nov	JM/MD

**17.77 Correspondence received.**

The Council considered Hampshire Fire Brigade’s request to hang a recruitment banner across the Village Green. It was **AGREED** to allow the banner for a period of 1 month from 1 January 2018. Cllr Melson will write to the Fire Brigade.

**17.78 Items for the next agenda:** Kissing gates, SDNP Local Plan and Neighbourhood Watch.

**17.79 Date of next meeting:** 7.30 pm Thursday 16 November at the Village Hall, Droxford.

The meeting closed at 9.35pm

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

## APPENDIX A – FINANCE STATEMENT

### INCOME (20 July – 31 August)

	£	£
Fee - Hire of Pavilion		22.50
Pitch rent – the Square		88.00

### PAYMENTS TO BE NOTED

DD O2 mobile		25.49
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### ACCOUNTS - PAYMENTS TO BE AUTHORISED

EV24	BACS	Temporary Events Notice	21.00
EV25	300193	Hampshire County Supplies	9.56
EV26	BACS	EMS South Ltd Aug maintenance + hedges	600.00
EV27	BACS	R Hoile August/September expenses	119.33
EV28	BACS	Droxford Cricket Club	768.00
EV29	300194	Taurus Garden Services	290.00

### GRANTS – PAYMENTS TO BE AUTHORISED

Meon Valley community First Responders - grant (budget 2017/18)	250.00
Home Start - grant (budget 2017/18)	100.00

### BANK RECONCILIATION

Current Account: Unity Trust Bank A/C No. ....455

Balance as per bank statement No 82 as at 31/8/17 1,348.78

Less unrepresented cheques/BACS payments:

EV19	300189	M Stevens, Bus shelter April/May/June	32.00	
EV24	300192	D Foster refund - TEN licence	21.00	
EV25	300193	HCC Supplies Inv 58050320	9.56	
EV26	BACS	EMS Inv 422 Aug maintenance + hedge cut	600.00	-662.56

Deposit Account: Unity Trust Bank A/C No. ....069

Balance as per bank statement No 73 as at 31/08/17 33,301.08

Cemetery Account: Unity Trust Bank A/C .....980

Balance as per bank statement No 23 at 31/08/17 2,712.94

**£ 36,700.24**

### CASH BOOK:

Balance as per Cashbook 30/04/17

Balance b/f 1/04/17 25,919.99

Add Receipts 1/4/17 - 31/05/17 17,835.59

Less Payments 1/4/17 - 31/05/17 -7,055.34

**£ 36,700.24**

### RESERVES at 31 August 2017

#### Allocated reserves

Capital project 22,500

Cemetery 2,713

ICT replacement 1,819

General reserve 9668.24

**£ 36,700.24**

## APPENDIX B – PLANNING REPORT 19 October 2017

### 6. **PLANNING**

**6.1.1 NEW APPLICATIONS** see agenda (applications received w/c 17 July will be considered)

#### **6.2.1 APPLICATIONS IN PROGRESS**

Reference: SDNP/17/03779/FUL

Proposal: Change of use of first floor accommodation to 3 residential flats

Address: Office Over Meringtons Convenience Store Garrison Hill Droxford SO32 3QL

Reference: SDNP/17/01630/FUL

Proposal: Demolition of an existing shop and the erection of a new detached private dwelling  
Address: Droxford Antiques High Street Droxford SO32 3PA

Reference: SDNP/17/04712/DCOND

Proposal: Discharge of Condition 16 on planning consent SDNP/15/03895/FUL

Address: Townsend, Northend Lane, Droxford, SO32 3QN

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#### **6.1.2 DECISIONS**

**Reference:** SDNP/17/02669/TCA Cameron Cottage

**Address:** Cameron Cottage The Square Droxford SO32 3RB

**Proposal:** Maintain hedge along road Cherry Laurel, Holly & Yew trees pollard to about 3.5m. The Yew trees to reduce but maintain shape.

**Decision:** **RAISE NO OBJECTION**

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#### **6.2.3 ENFORCEMENT**

##### **Cases open:**

**Reference** SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane,SO32 2QW

**Reference** SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD

**Reference** SDNP/15/00408/COU Swanmore Barn Farm, Park Lane, Swanmore SO32 2QQ

**Reference** SDNP/17/00210/GENER Admiral Vineyard Swamore Rd Droxford SO32 3AH