

DROXFORD PARISH COUNCIL

Minutes of the Annual General Meeting of Droxford Parish Council held at
6.30pm on Thursday 18 June 2015 at Droxford village Hall

PRESENT: Cllrs Pietro Acciarri, Barbara Chandler (Chair), Nick Fletcher. Colin Matthissen,
Janet Melson Vice Chair and minute taker)

ALSO PRESENT: Mr Mick Keegan

78.15 Apologies for Absence: County Cllr Roger Huxstep, District Cllr Caroline Dibden, Cllr Jason Toman, Cllr Louise Withers, Rosemary Hoile (Clerk).

79.15 To receive declarations of disclosable pecuniary and non-pecuniary interest - None

80.15. County and District Councillor's Reports:

Both Councillors had given apologies, having been called to a special meeting of Winchester City Council to address the Silver Hill development. No reports were rendered.

81.15 To adjourn meeting to allow participation by members of the public.

Mr Mick Keegan (Chair of Governors, Droxford School) raised the subject of preliminary plans that may form the basis of a development proposal by landowner Mr Leslie. Mr Keegan outlined concerns that development in such close proximity to the school would prove disruptive to school life and education during the preparatory and build phases and further concerns that site access/egress would exacerbate existing well known traffic problems in the area. Cllr Chandler emphasised that proposals are at a very preliminary stage but reassured Mr Keegan that the concerns would be noted. Cllr Acciarri asked how many of the 184 pupils of the school live in Droxford and Mr Keegan undertook to respond through the Clerk.

82.15 To approve the minutes of the Parish Council AGM held on 21st May 2015:

APPROVED

83.15 Chair's report:

Cllr Chandler reported that a constructive meeting had been held that afternoon with representatives of SDNPA and WCC regarding developments outside the settlement boundary. The meeting was held at the Parish Council's request with specific reference to the Uplands Park site. A meeting is scheduled between SDNPA and Eider Homes in early July to focus on the Upland Park site, but the wide-ranging discussions had contributed to greater understanding of possible constraints and options for both the Uplands Park site and other land outwith the settlement boundary,

84.15 Planning:

Cllr Acciarri presented the Planning Report – See Appendix A

84.15.1 New Planning Applications were considered and the following decisions agreed:

84.15.1.1 SDNP/15/02417/HOUS Long Barrow, Swanmore Road, Droxford, SO32 3PT
NO COMMENT

84.15.1.2 SDNP/15/02547/HOUS 4 Park Villas, Union Lane, Droxford, SO32 3Q
NO COMMENT

84.15.1.3 SDNP/15/00718/LDP 1 Midlington Barns, Midlington Hill, Droxford, SO32 3PU
NO COMMENT

84.15.2 The Council noted the reported Planning Decision.

84.15.3 There were no new Planning Appeals.

84.15.4 There were no new Planning Enforcements nor updates to extant enforcements

85.15 Finance and Governance – See Appendix B:

85.15.1 Income was noted and proposed expenditure approved with the exception of the proposed payment of £500 to the VDS Steering Committee (see 85.15.4).

85.15.2 Natwest Bank Business Account No 45562962
To remove Olive Hathaway and Pauline Tilt as signatories. **RESOLVED**
To add Barbara Chandler and Janet Melson as signatories. **RESOLVED**

85.15.3 To review fees and rents – the FAWG to conduct a review and make recommendations to the July meeting of the Parish Council.

ACTION	BY WHEN	BY WHO
Research and review fees charged in similar/neighbouring parishes	July	Clerk /FAWG

85.15.4 To approve payment of a grant of £500 to the VDS Steering Group – Parish Clerk to request that the VDS Steering Committee presents a budget for review at the July meeting of the Parish Council prior to deferred consideration of the requested grant.

ACTION	BY WHEN	BY WHO
Request budget from VDS Steering Committee	July	Clerk

85.15.5 To approve letter of authority requesting release of Parish deeds from Natwest Bank, Fareham.
APPROVED

86.15 Recreation Ground, Cemetery and Allotments:

86.15.1 To receive Play Area Routine Inspection Report: Cllr Chandler had received a report from Cllr Toman. It was noted and will be passed for action by the Clerk on return.

87.15 Parish matters:

87.15.1 To consider a request from the Church Community Management Team to permit all weather parking on land behind the low wall between The Square and the first line of graves in the churchyard – this area is highlighted in the SDNPA draft Conservation Area Appraisal and Management Plan (CAAMP) as one of few open, green spaces in the centre of the Conservation Area contributing to the relative calm and tranquillity of that area away from the A32. The draft report states that the adjoining area of The Square would benefit from a well-designed enhancement plan incorporating a shared surface scheme on the A32, creating clearer separation from the highway and resulting in significant improvement to the village. There was a strong feeling that upon publication of the report, the Parish Council would wish to fully review all options for the entire space in and around The Square, working in collaboration with SDNPA partners. It was also noted that previous analysis of suitability of the area behind the wall for additional parking indicated that a relatively small number of spaces (6-8 vehicles) would be created. The request was unanimously rejected.

87.15.2 To consider a request from the Church Community Management Team to permit installation of a bicycle rack on land behind the low wall between The Square and the first line of graves in the churchyard – it was considered that the addition of a bicycle rack would be more appropriate if placed within the hard surfaced area of The Square. The proposed installation will be discussed with the Village Hall Committee to identify a mutually acceptable site.

ACTION	BY WHEN	BY WHO
To respond to Church Community Management Team	July	Clerk
To discuss proposal for bicycle rack site with VH Committee	July/August	Chair

87.15.3 To agree dates for Big Tidy Up in Autumn 2015 and Spring 2016 – these will take place on Saturday 31st October 2015 and Saturday 19th March 2016. Dates will be put on the website for maximum advance notice to participants.

ACTION	BY WHEN	BY WHO
Upload to website	July	Clerk

87.15.4 To consider recommendations proposed in the Parish Plan

ACTION	BY WHEN	BY WHO
Review the Plan and present an action plan at the September meeting.	September	JM / NF

88.15 **Consultations, Meetings and Training:**

88.15.1 HALC consultation on future affiliation to NALC – **NOTED**

88.15.2 To note the Local Government Boundary Commission draft recommendation to locate Droxford Parish in the Twyford and Upper Meon Valley ward – **NOTED**

89.15 **Correspondence requiring a response from the Council**

HALC Digital Transparency Fund (for small councils) – **NOTED.**

ACTION	BY WHEN	BY WHO
Apply for grant	September	Clerk & Chair

90.15 **Rolling Action Plan – See Appendix C:**

Deferred to July meeting.

91.15 **Items for the next agenda:**

Requirement for online information storage

Outline proposal from Mr Chris Leslie – the way ahead

92.15 **Date of the next meeting :** 7.30 pm Thursday 16 July 2015 at the Village Hall

The meeting closed at 9.15 pm

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

APPENDIX A

DROXFORD PARISH COUNCIL PLANNING REPORT 11 June 2015

1 PLANNING

1.1 NEW APPLICATIONS

1.1.1

Reference SDNP/15/02417/HOUS
Proposal Single storey rear/ side extension and internal alterations
Address Long Barrow, Swanmore Road, Droxford, SO32 3PT

1.1.2

Reference SDNP/15/02547/HOUS
Proposal Demolition of existing rear extension and replacement rear single storey extension with roof lantern
Address 4 Park Villas Union Lane Droxford Southampton Hampshire SO32 3Q
Comment *This work will be done in tandem with No 3 Park Villas (discussed at May meeting)*

1.1.3

Reference SDNP/15/00718/LDP
Proposal Removal of an internal wall (CERTIFICATE OF LAWFULNESS)
Address 1 Midlington Barns, Midlington Hill, Droxford, SO32 3PU

1.2 PENDING CONSIDERATION FROM PREVIOUS MEETINGS

1.2.1

Reference SDNP/14/00570/DCOND
Proposal Demolition of existing lean-to and erection of a single storey extension - DISCHARGE CONDITION
6a,6b,6c - SDNP/13/03756/LIS
Address Old Mill Cottage, Mill Lane, Droxford, SO32 3QS

1.2.2

Reference SDNP/14/04418/FUL
Proposal Demolition of the existing hotel and ancillary buildings and construction of 20 no residential dwellings to include 7 no affordable dwellings, landscaping, private amenity space, access and parking
Address Upland Park, Garrison Hill, Droxford, SO32 3QL

1.2.3

Reference SDNP/15/01904/HOUS
Proposal Demolish outhouse and redevelop kitchen, extending over the side return with a flat roof and glass roof lantern, internal ground floor alterations, and relocate external boiler to opposite side of rear of house
Address 3 Park Villas, Union Lane, Droxford, SO32 3QP

1.2.4

Reference SDNP/15/01915/DCOND
Proposal Discharge condition 2,5,8,9,13
Address Land to the rear of Clematis Cottage, High Street, Droxford

1.2.5

Reference SDNP/15/02265/HOUS
Proposal Proposed porch roof and elevational alterations to enclose recess
Address Copper Cottage, Police Station Lane, Droxford, SO32 3RF

1.3 DECISIONS

1.3.1

Reference SDNP/15/01242/FUL
Proposal The change of use required is a currently residential property requiring permission to use a room for a shop, originally this room was used as a part time bank branch that opens onto The Square.
Address Cameron Cottage, The Square, Droxford, SO32 3RB
DECISION **APPROVED**

LOUISE WITHERS

11 June 2015

APPENDIX B

FINANCE STATEMENT 11 June 2015

		21/05/15 -		
	INCOME TO BE NOTED	11/06/15	£	
	Sams Fish & Chips - Square rent Apr/May			86.00
	refund overpayment - Clerk's March salary paid twice			413.52
				<u>499.52</u>
	EXPENDITURE TO BE NOTED	21/05/15 -		
		11/06/15		0.00
	EXPENDITURE TO BE APPROVED	21/05/15 -		
		11/06/15		
EV13	EMS Invoice 15681		300.00	BACS
EV14	MVCBA - Grant		500.00	BACS
EV15	VDS Steering committee - grant		500.00	BACS
EV16	Metro Rod Ltd		90.00	BACS
SO	Clerk Salary - June		422.60	SO
	TOTAL EXPENDITURE		<u>1812.60</u>	
	BANK BALANCE 11 June 2015		£	
	Unity Trust	Current Account	20266455	1217.85
	Unity Trust	Deposit Account	20267069	14649.85
	Unity Trust	Total		<u>15867.70</u>
		Business Reserve		
	NatWest	A/C	45562962	1710.54
		TOTAL		<u>17578.24</u>
	Allocated			
	Capital projects		£4,000.00	
	Cemetery (Business Reserve A/C)		£500.00	
			<u>£4,500.00</u>	
	Unallocated			
	Unity Trust A/cs		£11,867.70	
	Natwest Business Reserve		£1,210.54	
			<u>£13,078.24</u>	
	RESERVES 21 MAY 2015			<u>£17,578.24</u>

APPENDIX C

ROLLING ACTION PLAN – 18 JUNE 2015

Minuted Item	Action	Due date	Responsibility	Progress 16/07/15
157.14.1	Risk assessment	20/11/14	Clerk	Complete Statement of Arrangements & Policy. ONGOING
172.14.6	CIL infrastructure plan	20/11/14	PA	Provide detailed costs, timeframes, etc by summer 2015
194.14.1	Highways – traffic calming issues	18/12/14	RF/JM	Formulate recommendations – ONGOING
195.14	Footpaths Cutting Plan	18/12/14	Clerk	Submit amendments to Countryside Access. ACTIONED
7.15.2	PC budget 2015/16	21/05/15	Strat Plan WG	Plan & obtain quotes for capital projects. ONGOING
39.15.3	Notice board – request S Gobell to repair	18/06/15	Clerk	ONGOING Clerk has purchased perspec window. S Gobell advised will carry out in suitable weather
60.15.1	Investigate signage and waste bag dispensers	18.06/15	Clerk	ONGOING
76.15	Recreation ground hedge – inform resident of Council's decision and advise cutting date	18/06/15	Clerk	ACTIONED
85.15.3	Research and review fees charged in similar/neighbouring parishes	16/7/15	Clerk/FAWG	
85.15.4	Request budget from VDS Steering Committee	16/7/15	Clerk	ACTIONED
87.15.2	To respond to Church Community Management Team	16/7/15	Chair	ACTIONED
	To discuss proposal for bicycle rack site with VH Committee	July - August	Chair	
87.15.3	Upload Autumn/Spring Big Tidy Up dates to website	16/7/15	Clerk	
87.15.4	Review the PP and present an action plan at the September meeting.	16/9/15	JM / NF	
89.15	HALC digital transparency fund - Apply for grant	16/9/15	Clerk / Cbair	