

Minutes of the Droxford Parish Council Meeting
7.30 pm Thursday 17 January 2019, Droxford Village Hall.

PRESENT: Barbara Chandler – Vice Chair, Chris Horn, Colin Matthissen, Janet Melson - Chair, Ann Newman.
IN ATTENDANCE: County Cllr Roger Huxstep (departed after 18.105.2) District Cllr Weston (departed after 18.105.2), Rosemary Hoile – Clerk
PUBLIC 2 (departed after 18.105.1)

The order of agenda items was changed to allow for representations to be received from members of the public so as not to detain them unless they wished to remain.

18.104 The Chair announced the passing of Professor Alan Hibbert on 14 December 2018. Amongst other voluntary roles, Alan was a former Chairman of Droxford Parish Council. Tribute was paid to a respected and talented gentle man who upheld the best interests of the Community. He was until recently the Parish Council's Tree Warden.

18.105 Public Forum

18.105.1 Representations on agenda items

The owner of the Stables was present to answer any queries arising from the planning application under consideration to demolish existing dwelling and replace with a zero carbon structure to include straw bale insulation technology. The only vantage point was from a stand of trees above Meonstoke Primary School in the winter months. Road access would be permeable.

The proprietor of the Taylors Garage had a query concerning the Minutes of the December meeting. The response applied to both applicants present, that 'no comment' was an indication that no material concerns would be passed to SDNP.

18.105.2 County and District Councillor's Reports

County Cllr Huxstep summed up the previously circulated report which is appended with the January report. Also

- School performance statistics – Schools in Hampshire achieved 3.5% above the national average.
- Post Brexit – The County Council is considering steps to mitigate effect on local businesses.
- Recycling rates – recycling percentage has dipped. HCC conspiring a facility which will recycle more.

District Cllr Weston gave a summary of the WCC report which the Clerk had omitted to circulate but is now appended.

The meeting opened.

18.105 Apologies for absence.

Mark Dennington.

18.106 Disclosable pecuniary and non-pecuniary interest.

None.

18.107 Minutes

18.107.1 **APPROVED:** Councillors accepted the Minutes of the Parish Council meeting held on 14 December 2018 as a true and accurate record.

18.107.2 Matters arising from the minutes of the previous meeting not included in this agenda.

Due to a number of private matters and the Christmas period intervening, many of the actions listed in the December minutes remain extant. Carried over actions will be listed under agenda items.

18.108 Finance, Grants & Governance

18.108.1 Receipts and expenses incurred between meetings:

None were incurred. **NOTED**

18.108.2 Bank reconciliation to 31 December 2018. **APPROVED**

The Statement of Reserves will be re-stated.

ACTION	WHEN	WHO
Draw up statement of Reserves	Before March mtg.	CM

- 18.108.3 The Council **RESOLVED** to approve:
- a) Payment of accounts listed in Appendix A.
 - b) Purchase of Medbourne timber kissing gate £239 including delivery, plus VAT £47.80.
 - c) Pimp My Paddock to install kissing gate and make good adjacent fencing for £160 plus sundry materials (post cement)

ACTION	WHEN	WHO
Raise purchase orders.	w/c 21 Jan	Clerk

- 18.108.4 The Council **RESOLVED** to approve Paul Reynolds t/a Fair Account as the internal auditor for 2019/20.
- 18.108.5 Public Sector Bodies (Website & Mobile Applications) (No 2) Accessibility Regulations 2018.
- a) Cllr Newman had received assurance of compliance with the above mentioned Regulations from the website host Hugo Fox. **NOTED**
 - b) Undertaking a disproportionate burden assessment is not required due to the small size of the parish. **NOTED**

- 18.108.6 Play equipment insurance.
- Play equipment items are not insured to replace due to the age of most installation within the fenced area. Following installation of the timber fort the policy was reconsidered. The Council unanimously **RESOLVED** to approve Cllr Matthissen's recommendation to increase insurance cover to include the timber fort.

ACTION	WHEN	WHO
Obtain quotation	18 Jan	Clerk

- 18.106.7 Section 137 Expenditure Limit 2019/20.
- The Council **NOTED** the appropriate sum for Parish Councils for the purposes of Section 137(4)(a) of the Local Government Act 1972 for 2019-20 is £8.12 per resident on the electoral role on 1 April.
- 18.106.8 Precept 2019/20.
- The Clerk advised the request for a Precept 2019/20 had been submitted to WCC for £32,392-00, which is the budget figure the Council had resolved to approve on 13 December 2018 Minute ref 18.97.6.

18.107 Planning:

- 18.107.1 To consider new planning applications. (applications notified w/c 10 December will be considered)
Ref: SDNP/18/06578/FUL Stable Cottage , Garrison Hill, Droxford, SO32 3QL
 Proposal: Replacement dwelling.
NO COMMENT
- 18.107.2 Planning Report - Appendix B. **NOTED**
- 18.107.3 The SDNP Director of Planning's delegated response to Parish Council correspondence was **NOTED**. The response was considered inadequate.
- 18.107.4 The Council reviewed the Droxford Parish Council Strategic Plan:
- 18.107.4.1 2 of the 3 outstanding projects on the Parish Plan for the Council to take forward in a Strategic Plan had been achieved.
- 18.107.4.2 Cllr Chandler had updated the live action tracker grid to reflect completion of projects listed on the Parish Plan. Refurbishment of the Pavilion is the only project not yet completed.
- 18.107.4.3 SDNP CIL call for projects for 2018/19 round of receipts from 1 April 2019:
 The Council are undecided as to whether refurbishment of the Pavilion would meet criteria for a CIL grant, but this will become clear once the order of refurbishment works is determined.

18.108 Recreation Ground, Cemetery and Allotments:

18.108.1 Recreation Ground.

- 18.108.1.1. Damage:
- Anti-social behaviour had caused damage to the play fort. The Police were informed and have a record of the incident. Details were published on Facebook and Cllr Chandler reported feedback from annoyed residents. The Clerk will request a progress report from the Police.

- 18.108.1.2 Storage Facility:
- The Council remain concerned by the cost of either a metal or timber built storage hut relative to the number of residents who will benefit. The Council discussed other options, some previously discarded, to put to the Cricket Club for their input. The Council hope for a resolution before the February meeting to enable refurbishment works to get under way. **ACTION** carried over from the December meeting minute ref: 18.98.1.2 refers.

18.108.1.3 Pavilion Refurbishment:

Cllr Dennington was not present. The matter will be discussed at the February meeting.

Vehicular access to properties:

18.108.1.4 The Council **RESOLVED** To approve the Compliance Agreement circulated by the Chair to permit vehicular access to residents' houses adjacent to the Recreation Ground.

ACTION	WHEN	WHO
1. Obtain progress report from Police.	ongoing	Clerk
2. Storage – Assess capacity required to store sand, grass seed.	Jan	CH, AN
3. Storage facility - Minute ref: 18.98.1.2 (look for grant.)		CH
4. List options to send to DCC	Jan	CH
3. Convene meeting with DCC	Feb	CH

18.108.2 Cemetery.

An interment is to take place on Saturday 2 February. Damage to a headstone has been reported.

ACTION	WHEN	WHO
Check headstones.	asap	Clerk

18.108.3 Allotments.

a) Replacement of existing well cover.

Ownership of the strip of land known as 'No Mans' Land' has not been determined.

b) New allotment allocations.

Two plots have become available. A resident on the waiting list has confirmed interest in the 76.96m² plot. 3 responses were received via Facebook, the first of which will be offered the 44.8m² plot. Others will be asked if they wish to go on the waiting list.

ACTION	WHEN	WHO
1. Land registry searches - ownership of No Mans Land	w/c 21 Jan	Clerk
2. Issue new agreements and invoices to new plot holders	w/c 21 Jan	Clerk

18.109 Highways, Footpaths and Rights Of Way (ROW):

18.109.1 Highways matters arising:

Highways issues (various) referred to County Cllr Huxstep at the December meeting.

ACTION carried over from the December meeting. **Minute ref 18.95.2 refers.**

18.108.2 HCC priority cutting list for 2019.

The Council were content with the proposed list.

18.109.3 Lengthsmen:

a) Councillors will notify the Clerk of tasks arising in the next few weeks for the next visit on 25 February.

b) **NOTED:** Cessation of HCC lengthsmen scheme management contract between Shedfield PC and HCC.

ACTION	WHEN	WHO
1. Forward information to Cllr Huxstep min ref 18.95.2	w/c 21 Jan	Clerk
2. Complete cutting list form & forward to HCC Countryside Access	Before 1 Feb	Clerk
3. Complete lengthsmen schedule of work	Before 1 Feb	Clerk

18.110 Parish matters.

18.110.1 Public Access Defibrillator: guardian responsibilities undertaking.

RESOLVED: The Council approved purchase of 1 set of pads and a battery, 2 sets if short battery life and pad expiry dates make it feasible

18.110.2 Matter arising:

Untidy land opposite the Cemetery - proposal to request WCC Enforcement to serve a section 215 (untidy state of land) Notice to HCC, owner of land opposite the Cemetery.

ACTION carried over from the December meeting. **Minute ref 18.95.2 refers.**

ACTION	WHEN	WHO
1a) Advise South Central Ambulance defibrillator out of commission	18 Jan	Clerk
b) Order minimum 1 set of pads & battery or 2 sets as required.		
2. Forward information to Cllr Huxstep min ref 18.95.2	w/c 21 Jan	JM/Clerk

18.111 **Meetings and training.** None

18.112 **Correspondence requiring the Council's response.**

Form of Agreement - commencement of temporary road across Parish Green

ACTION	WHEN	WHO
To counter sign Clerk's signature	w/c 21 Jan	MD

18.113 **Items for the next agenda.** Recreation Ground storage facility.

18.114 **2019 Meeting dates: RESOLVED**

18.114.1 To change the published date of the November Parish Council meeting from 21 November to 14 November.

18.114.2 To hold the next Parish Council meeting at 7.30 pm Thursday 21 February 2019 at Droxford Village Hall.

SignedDate.....

APPENDIX A – FINANCE STATEMENT

RECEIPTS TO NE NOTED

Total £ -

DD/SO and PRO-FORMA PAYMENTS TO BE NOTED

DD	Castle Water	15.12
DD	SSE Southern Electric	35.44
SO	Clerk salary - Dec	479.01

PAYMENTS TO BE AUTHORISED

Chq

214	Outdoor Classrooms (underpaid VAT)	342.00
BACS	EMS South Inv 1127 Dec contract	300.00
BACS	R Hoile - office expenses	21.29
BACS	Fair Account	<u>215.00</u>
Total		878.29

DROXFORD PC					
<u>Bank reconciliation 1 April - 31 December 2018</u>					
BANK ACCOUNTS			£	£	£
Current Account: Unity Trust Bank A/C No.455					
Balance as per bank statement No 104 as at 31/12/18			1,389.49		
Deposit A/C: Unity Trust Bank A/C No....069					
Balance as per bank statement No 89 as at 31/12/18			44,143.63		
Cemetery A/C: Unity Trust Bank A/c No..981					
Balance as per bank statement No 40 as at 31/12/18			3,505.87		
<u>Less unrepresented payments</u>					
EMS South	Inv 1127	Dec contract	- 300.00		
Sam Crutchfield		underpaid VAT	- 342.00	- 642.00	<u>48,396.99</u>
CASH BOOK:					
Balance as per Cashbook 31/12/18					
Balance b/f 1/04/18			27,858.09		
Add Receipts 1/4/18 - 31/12/18			46,777.59		
Less Payments 1/4/18 - 31/12/18			<u>-26,238.69</u>		
					<u>48,396.99</u>

APPENDIX B – PLANNING REPORT

1. APPLICATIONS DETERMINED no new notifications received.

2. DECISION PENDING

Ref: SDNP/18/03908/HOUS
Location: 2 Whitelands Midlington Road Droxford Southampton Hampshire SO32 3PD
Proposal: Proposed front dormers.
Ref: SDNP/18/02338/DCOND
Proposal: Discharge of condition 4 of approved planning permission SDNP/17/03779/FUL
Address: Office Over Meringtons Stores Garrison Hill Droxford SO32 3QL
Ref: SDNP/18/05149/FUL
Location: North Spindleberry, Park Lane, Upper Swanmore
Proposal: Proposed new stable block
Ref: SDNP/18/05524/HOUS
Location: Hill Crest Swanmore Road Droxford SO32 3PT
Proposal: Proposed 2 storey side extension and single storey rear extension.

3. APPLICATIONS IN PROGRESS

Ref: SDNP/18/01491/FUL
Location: North Spindleberry, Park Lane, Upper Swanmore
Proposal: Erection of barn
Ref: SDNP/18/05163/HOUS
Location: Hill Crest Swanmore Road Droxford Southampton Hampshire SO32 3PT
Proposal: Discharge of condition 3 of approved planning application SDNP/18/03419/HOUS
Ref: SDNP/18/03030/PRE
Location: Greta House South Hill Droxford Southampton Hampshire SO32 3PB
Proposal: Subdivision of existing structure (Listed Building) into 3 separate dwellings
Ref: SDNP/18/04004/PRE
Location: The Mill House Mill Lane Droxford Southampton Hampshire SO32 3QS
Proposal: Alterations to a previous permission 06/02779/FUL
Ref: SDNP/18/03111/DCOND
Proposal: Discharge of condition 3, 4, 5 and 6 of planning consent SDNP/17/01630/FUL
Location: Droxford Antiques, The Old Bakery High Street Droxford SO32 3PA
Ref: SDNP/18/05518/HOUS
Location: The Old Bakery, High St, Droxford SO32 3PA
Proposal: Proposed detached double garage with workshop / store
Ref: SDNP/18/04956/PRE
Location: Studwell Lodge South Hill Droxford Southampton Hampshire SO32 3PB
Proposal: Change of use from dwelling to hotel.
Ref: SDNP/18/05216/PRE
Location: Land north of South Hill Droxford
Proposal: Construction of 7 new dwellings plus associated landscaping.
Ref: SDNP/18/05819/HOUS.
Location: Hawthorne House South Hill Droxford Southampton Hampshire SO32 3PB
Proposal: Two storey rear extension and single storey refurbishment of existing garage.
Ref: SDNP/18/06155/FUL
Location: Forge Garage, High Street, Droxford, SO32 3QL
Proposal: Change of use to allow conversion to three apartments. Raise ridge height of existing building to allow addition of insulation. Three new windows.

ENFORCEMENT (latest update Nov 18) - **EXTANT**

Ref: SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD
Alleged unauthorised use of mobile homes for residential purposes.
Ref: SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, Swanmore SO32 2QW
Alleged residential mobile homes.

APENDIX C

Winchester District Councillors' Report

Rough Sleepers

Should you find someone sleeping rough within the district please contact **StreetLink**.

StreetLink is the national service set up to enable rough sleepers to become connected with the support they need.

There are three ways that you can contact **StreetLink** to tell them about a rough sleeper:

1. Call 0300 500 0914. This is a free phone number and lines are open 24 hours a day, seven days a week.
2. Visit www.streetlink.org.uk and click 'Tell us about a rough sleeper@' and fill in as many details as possible.
3. Download the mobile app (available for free from the iTunes and Google Play stores) and follow the same steps as the website.

Any details you may provide about the rough sleeper will be sent to both the housing options team at the City Council and to Trinity Winchester, the local day centre providing support for the homeless, who will aim to make direct contact the rough sleeper in order to provide relevant advice and assistance. A few days later StreetLink will follow the case up with the City Council and can provide you with an update.

Please remember that you do not need to approach anyone rough sleeping directly.

You can also contact the Housing Options Team at the City Council directly during office hours 9.00am to 5.00pm in the following ways:

Face to face with a Housing Options Officer at our drop in Triage Service based in the Customer Service Centre, via email roughsleepers@winchester.gov.uk or by telephoning the duty line on 01962 848 163.

Grants up to £5,000 plus the support of Volunteer Rangers available in 2019 for South Downs projects

Grants of up to £5,000 are available for non-profit organisations, parish councils and landowners in 2019 for projects that care for and enhance the South Downs National Park and promote opportunities for people to understand and enjoy it.

Daniel Greenwood, Volunteer Development Officer, for the South Downs National Park, said:

“Got an idea for a project in your community that the Volunteer Ranger Service can help deliver? Whether it's refurbishing a community pond, creating a sensory garden, creating wildflower meadows or butterfly banks, this is your opportunity to make it happen.”

The grants are available thanks to the new South Downs Volunteer Conservation Fund, managed by the South Downs National Park Trust in partnership with the South Downs Volunteer Ranger Service (VRS) and to be eligible, projects must use the practical support of the VRS.

Almost any project which helps to conserve or enhance the National Park is eligible, provided it fits with the National Park Partnership Management Plan and makes use of the South Downs Volunteer Ranger Service.

The deadline to apply for the first round of funding is 31 March 2019 and the first grants will be awarded in June 2019. Find out more at www.southdownstrust.org.uk/volunteer-fund