

**DROXFORD PARISH COUNCIL**  
**Minutes of Droxford Parish Council meeting held at**  
**7.30pm on Thursday 12 December 2019 at the Pavilion, Droxford Recreation Ground, Droxford.**

**PRESENT:** Mark Dennington, Max Ford, Colin Matthissen, Janet Melson, Di Shepherd.  
**IN ATTENDANCE:** Rosemary Hoile – Clerk  
**MEMBERS OF THE PUBLIC** None

- |         |   |   |
|---------|---|---|
| 19.81   | <b>Apologies for absence.</b><br>Chris Horn, County Councillor Roger Huxstep.   | ACTION  |
| 19.82   | <b>Declarations of disclosable pecuniary and non-pecuniary interest.</b><br>None.   |   |
| 19.83   | <b>Minutes.</b>   |   |
| 19.83.1 | <b>RESOLVED:</b><br>The minutes of the Parish Council meeting held on 21 November 2019 were approved as a true and accurate record.   | Clerk to publish                              |
| 19.83.2 | Review of Matters arising on Action List Appendix C<br>18.122.1 Contractors were reported to have attended the site briefly but left without making any attempt to remove the vegetation. Clerk will contact SSE for the third time.  | Clerk   |
| 19.84   | <b>Public Forum:</b> No members of the public, County or District Councillors were present.   |   |
| 19.85   | <b>Non- agenda item</b><br>The Chair proposed to bring forward the start time of future meetings from 7.30pm to 7pm for a 3 month trial period.<br>The Council agreed without exception, and to ratify the decision at the January meeting. <b>APPROVED</b>   |   |
| 19.86   | <b>Finance, Grants &amp; Governance</b>   |   |
| 19.86.1 | Receipts and expenses: The Council <b>RESOLVED</b> to approve<br>a) Bank reconciliation to 30 November 2019 – Appendix A.<br>b) Statement of Reserves at 30 November 2019 - Appendix A<br>c) Payment of accounts listed in Appendix A.  | CM / Clerk to review/ update monthly          |
| 19.86.2 | Droxford Parish Council Budget 2020/21<br>The Finance Working Group (FWG) will finalise the budget to present at the January meeting and the recommended precept to be requested from WCC.<br>(Post meeting note: The Village Hall Bookings Secretary advised that due to a new booking for the Main Hall the Small Hall is not available from 7pm, only from 7.30pm.<br>a) Pavilion gutters will be cleaned in this financial year as part of the refurbishment contract. £30-00 to be allocated to leaf guards.<br>b) Repairs to the Cemetery path. Cllr Dennington to provide indication of cost.<br>c) Glazing works to telephone box are urgent. It was <b>AGREED</b> to procure immediately.<br>d) New book swap sign. To be purchased from the same supplier as the glass inserts.<br>e) Essential works in the Cemetery. A quotation had been received from a Natural England approved consultant for over £21,000 for the mitigation of badgers, £900 of which was for preparatory investigation and report. (See paragraph 19.88.2)<br>f) Priority works advised for the Recreation Ground – to pollard the Chestnut Tree. The necessary expenditure of £470-00 was agreed. | FWG<br>MD/FWG<br>Clerk<br>Clerk<br>FWG<br>FWG |
| 19.86.3 | SDNP Community Infrastructure Levy (CIL)<br>Cllr Dennington reminded the meeting of the indicative costs to surface the Square that were stated at the November meeting. He undertook to present a fully costed plan in time for the estimated shortfall between anticipated CIL income and project cost to be allowed for in the precept calculation. The Village Hall has already indicated that it will consider providing a contribution.   | MD<br>FWG<br>JM                               |
| 19.86.4 | Bank Account Mandate.   |   |

	The Council unanimously <b>RESOLVED</b>	
	a) to authorise Di Shepherd to be a signatory to the parish council bank account	Clerk/DS
	b) to approve Di Shepherd to authorise payments electronically.	
19.86.5	Droxford Village Hall Christmas tree:	
	<b>RESOLVED:</b> To approve a donation of £30 to the Village Hall Committee towards purchase of the tree.	Clerk
19.86.6	Asset Register:	
	Members of the Council <b>AGREED</b> to meet at 10.00am on Saturday 11 January 2020 to conduct a physical check of parish assets.	Full Council
<b>19.87</b>	<b>Planning:</b>	
19.87.1	New Planning Applications:	
	No planning applications had been received but two pre-applications were on the SDNP planning portal. One has been withdrawn since the meeting.	
	<b>Ref: SDNP/19/05951/PRE</b>	
	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.	
	Local planning authorities do not consult parish councils until a full planning application has been submitted. Nevertheless the Council is concerned that 37 new dwellings will invariably increase traffic movement substantially. The Chair will draft a note to draw HCC Highways officers' attention to the Council's primary concern, that the increase in number of traffic movements on Park Lane (to the School) and Union and Police Station Lane will increase congestion. The Council accepts there will be development but it must be more sympathetic to the location with traffic movement kept as low as possible.	JM
19.87.2	Planning Report - Appendix B: <b>NOTED</b>	
19.87.3	Enforcement – an update to extant cases has not been received. The Council will contact Enforcement to report a new possible breach of conditions.	Clerk
<b>19.88</b>	<b>Recreation Ground, Cemetery and Allotments:</b>	
19.88.1	Matters arising:	JM/DS
	a) The Chestnut tree backing onto the Park has been pruned to remove main boughs overhanging into the gardens.	
	b) The Council had been advised that the preferred location to plant the oak sapling in memory of Prof. Alan Hibbert was unsuitable. There is no alternative but to move the location to slightly further along the boundary line behind the current position of the goal posts.	
	c) Sealing the well. Cllr Dennington assured the Council the well would be sealed by the end of January 2020.	
	d) Gate in the boundary between the School and the allotments. Cllr Horn was not present to provide an update.	
19.88.2	Cemetery:	
	The Council had been advised an indicative cost (£21,521) to ascertain the extent of badger habitation and solution to close or relocate setts based on a variety of outcomes. The Cemetery is included in the tour of parish assets on 11 January – following which an initial way forward will be discussed.	Full Council
<b>19.89</b>	<b>Highways Footpaths &amp; Rights of Way (ROW)</b>	
19.89.1	Matters arising: Obscured street light on Union Lane. See earlier Minute ref: 1.983.2	Clerk
19.89.2	Meeting with Highways.	
	The Chair and Cllr Ford had met with the HCC Traffic Management Officer. The Council were advised to engage with HCC Highways engineers when drawing up the scheme to re-surface the Square. Options to mitigate congestion on Police Station Lane and Union Lane are very limited due to the width of the carriageway and regulations governing road traffic signs and road marking. Cllrs Melson and Ford had written a full report of the meeting which will be placed on the website.	
19.89.3	Correspondence received from residents of Police Station Lane, Union Lane, and Northend Lane.	

The Council had been previously circulated citing residents' concern over speeding, congestion and further increases in these when development of the new town of Welbourne starts. The Fire Station and the School had also expressed concern. The Chair was advised by the HCC Traffic Management Officer that if any measures to improve signage and road markings were to be requested, evidence of the support of residents would be required. The Chair therefore undertook to write to all residents in this area to outline available options for improvements and invite responses to provide the necessary evidence of support. The Council was grateful for the offer of help from a resident of Northend Lane to deliver the Chair's letter early in January. JM

19.89.4 Hampshire Countryside Access – Priority Cutting list.

Parishes are requested to submit lists by 15 January 2020. Waltham Ramblers were consulted and proposed 501/7b bridleway, Foot Paths 3, 4, 5, 7a 11, 17 the steps on footpath 8, part of 14 and 15. The Chair proposed and the Council **AGREED** that recommendation is delegated to the Parish Volunteer for footpaths who is best placed to finalise the list. Parish volunteer

**19.90 Parish Matters**

Proposals for the Square and Parish Green:

Cllr Dennington will circulate options for discussion at the next meeting by email. MD

Costed schemes are required for submission to SDNP in January for SDNP make provision to allocate funds after 1 April 2020.

**19.91 Items for the next agenda:**

Budget, Financial Regulations.

**19.92 Date of next meeting:**

7.00 pm Thursday 16 January 2020 at the Village Hall, The Square, Droxford. **PLEASE NOTE THE NEW TIME.**

The meeting closed at 9.20 pm

**Exchange of Information following the meeting.**

Neighbourhood Watch – a flyer is being produced for distribution to all households.

Di shepherd said she would attend the Droxford Country Fair Committee AGM on 18 January 2020.

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

## APPENDIX A – FINANCE

### INCOME RECEIVED 18 November - 9 December

	£
Square rent (November)	44.00
Richard Steel & Partners - Cemetery fees	2250.00
<b>TOTAL</b>	<b>2294.00</b>

### DDs, SOs and PRO-FORMA PAYMENTS

Clerk's salary	505.70
O2 Mobile telephone (50% to be refunded by C & M PC) NOV	18.25
<b>TOTAL</b>	<b>523.95</b>

### PAYMENTS TO BE AUTHORISED (to be updated 12/12/19)

BACS EMS South Ltd Inv 1792 - November	300.00
BACS Acorn Tree Specialists (prune chestnut tree)	470.00
BACS R Hoile Nov expenses	23.66
BAC Droxford Village Hall (Minute ref:19.86.5)	30.00
<b>TOTAL</b>	<b>813.66</b>

DROXFORD PC								
Bank reconciliation 1 April - 30 November 2019								
BANK ACCOUNTS						£	£	£
Current Account: Unity Trust Bank A/C No. ....455								
	Balance as per bank statement No 118, 30/11/19						1,711.13	
Deposit A/C: Unity Trust Bank A/C No....069								
	Balance as per bank statement No 101 30/11/19.						37,633.30	
Cemetery A/C: Unity Trust Bank A/c No...980								
	Balance as per bank statement No 51, 30/11/19						3,516.37	
Less unpresented cheques								
	EV45	V. Hunt				200.00		
	EV46	Droxford Cricket Club				768.00		
	EV47	EMS South Ltd Inv 1718 - OCT contract.				300.00		
	EV48	Droxford Village Hall April - October 2019				58.50		
	EV50	R Hoile October office expenes				38.98		
	EV51	Janet Melson - WDALC refund of expenses				20.79		
	EV52	G.A Tull (to remove shed				132.00		
	EV53	EMS South Ltd Inv 1792 - Nov contract.				300.00	- 1,818.27	<u>41,042.53</u>
CASH BOOK:								
	Balance b/f 1/04/19					45,705.02		
	Add Receipts 1/4/18 - 30/11/19					39,487.86		
	Less Payments 1/4/18 - 30/11/19					- 44,150.35		<u>41,042.53</u>
RESERVES:								
	CIL Open Space					4,798.27		
	Raise 4 the Rec donations for Pavilion refurbishment					3,280.00		
	Cemetery					3,512.83		
	ICT					<u>2,000.00</u>		
	Total - allocated reserves					13,591.10		
	Part 1 & 2 received of Precept 2019/20				32,392.00			
	Less parish overheads to 30 Nov (estimated av spe			21,594.67		<u>10,797.33</u>		
	Total - unallocated reserve					16,654.10		41,042.53

## APPENDIX B – PLANNING REPORT 12 DECEMBER 2019

### 1. PLANNING APPLICATIONS DETERMINED

Ref: SDNP/18/06578/FUL

Location: Stable Cottage, Garrison Hill, Droxford, SO32 3QL

Proposal: Replacement dwelling.

**DECISION: APPROVED**

Ref: SDNP/19/04526/TEL

Proposal: erect 1x10m pole (8.2m above ground) and 1x 8m pole (6.35m above ground)

Location: St Marys and All Saints Church, The Square, Droxford, Southampton, Hampshire, SO32 3RB

**DECISION: RAISE NO OBJECTION**

Ref: SDNP/19/04320/HOUS and SDNP/19/04321/LIS

Proposal: Replacement windows. A change from the existing french windows to side hung casement windows. Work to the rear elevation ground floor only.

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

**DECISION: APPROVED**

Ref: SDNP/19/04517/CDN (Variation of condition no.2 of approved planning consent SDNP/18/01262/HOUS)

Proposal: Variation of condition no.2 of approved planning consent SDNP/18/01262/HOUS

Location: Waterside , Midlington Road, Droxford, SO32 3PD

**DECISION: APPROVED**

### 2. DECISION PENDING

Ref: SDNP/19/02207/TCA

Location, Meadowbank, Mill Lane, Droxford SO32 3QS

Proposal: Scots Pine (T1) - fell due to sap nuisance repeatedly damaging the paintwork of our neighbour's cars and risk to power lines if a branch falls as did a branch from a similar tree 50 yards further up the lane four years ago, now felled.

Bay tree, two apple trees, maple tree, laburnum tree and crab apple tree already in close proximity so no need to replant.

### 3. APPLICATION IN PROGRESS

Ref: SDNP/19/04031/HOUS

Proposal: Proposed single story extension, two storey barn extension and minor revisions to previous extant permission.

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

Ref: SDNP/19/02489/FUL

Location: Northend Farm Cottage, Northend Farm Lane, Droxford, SO32 3QN

Proposal: New detached dwelling with garage.

### 4. ENFORCEMENT - EXTANT

Ref: 19/00105/BCOND Hill Farm Orchards, Droxford Road Swanmore. Breach of conditions

Ref: 18/00346/BLEG Hill Farm Orchards, Droxford Road, Swanmore. Alleged breach of legal agreement.

### 5. 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 C - List of actions agreed on 17 November or at previous meetings

	<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>	<b>PROGRESS</b>
18.122.1	Obscured light emitted from street lamp, Union Lane	Nov 2018	Clerk	Ref: EQG373. SSE contractors visited 12 Dec. No work undertaken. Clerk to contact SSE again.
18.145.4	Swanmore Road jct Midlington Rd A32.Chase HCC complaint ref 21413219	April	Clerk	<b>MONITOR ONGOING</b> referred to Traffic Management Safety team and Highways management for decision
19.38.2.1	Finance Regulations Cemetery – upkeep of graves a) Review of Cemetery management b) Improve communication Well to be capped off School request for gate in fence between school grounds and allotments	Jan 20 tbd  August Oct	CM  CH/ MD Clerk	<b>DEFERRED UNTIL SPRING 2020</b>  <b>NOT STARTED ONGOING</b> School to supply methodology statement and undertake cost of installation.
19.40.1	Parish Green - decision to retain temporary access or reinstate grassed area.		Council	To be formally determined at a PC meeting.
19.60.2	District Councillor Frank Pearson reported that the volume of continental lorries from Portsmouth via Swanmore Road, Droxford to Hill Orchard Farm (Axtons) is under debate at WCC....		JM/ Clerk	<b>MONITOR.</b> HCC strategic transport decision re access via Shirrell Heath or Droxford Swanmore Road.
19.61.3	GDPR review		MF	<b>ONGOING</b> Review for later meeting.
19.62.3	Ref: 19/00105/BCOND & 18/00346/BLEG Hill Farm Orchards, Droxford Road Swanmore.		MD/ Clerk	Issue stuck with WCC legal dept.
19.63.1	Pavilion refurbishment Phase 2	March	MD	<b>IN HAND</b>
19.65.1	Residents' complaints re HGVs night – time access to Axtons Farm.	March 2019	JM/ Clerk	<b>ONGOING</b>
19.73.3	2020/21 budget - obtain quotes to clear Pavilion gutters, replace the Cemetery path, repair glazing in the Telephone Box, new book swap sign, list sundry essential work in the Cemetery.	Dec /Jan meetin g	Open Space WG	<b>COMPLETE</b>
19.74.4	Prepare CIL infrastructure schemes.	By Spring	JM/ MD	<b>ONGOING</b>
19.75.2b	Approval required to Plot holder's request to take over part of neighbouring allotment.	Dec	JM/ DS	<b>ONGOING</b>
19.75.3	Find site to plant mature oak sapling	Sept	JM/ DS/	<b>COMPLETE. MV Garden Club to confirm fence and ongoing care.</b>
19.76.1	Drainage defect, South Hill WCC Enquiry 21459215	Nov	Clerk	<b>RE-OPENED.</b> Work not carried out. Take up with HCC/R.Huxstep
19.76.3	Encroaching vegetation Midlington Road		JM	<b>ONGOING</b> HCC/ R Huxstep
19.77.1	Proposed CIL project - Look into surfacing materials Develop open space scheme	Dec mtg	MD	<b>ONGOING</b>
19.77.2	Set up Mail Chimp	March	DS	<b>ONGOING</b>
19.77.4	NW donation	Dec	Clerk	<b>NW to provide a/c no to pay.</b>
19.78.3	Home Office: Consultation on Strengthening Police powers to tackle unauthorised encampments	Feb	CH	<b>Closing date 19 Feb</b>

**NEW ACTIONS ARISING FROM 12 DECEMBER MEETING**

19.86.6	Parish Assets walkabout	11 Jan 2020	JM/MF/ MD/DS Clerk
19.87.1	Letter to residents of Police Station/Union/Northend Lanes	Jan 2020	JM
19.87.1	SDNP/19/05951/PRE letter to Highways	Jan 2020	JM
19.87.3	Potential enforcement - Contact WCC Enforcement	Jan 2020	Clerk
19.88.2	The Cemetery; Badger mitigation	Jan 2020	MD/DS/ MF/MD Clerk
19.89.3	Letter re possible highway improvements to residents of Police Station/Union/Northend Lane	Jan 2020	JM
19.89.4	HCC Priority Cutting list	16 Jan 20	AS