

Minutes of the Droxford Parish Council Meeting
7.30 pm Thursday 21 February 2019, Droxford Village Hall.

PRESENT: Barbara Chandler – Vice Chair, Mark Dennington Chris Horn, Colin Matthissen, Janet Melson - Chair, Ann Newman.
IN ATTENDANCE: County Cllr Roger Huxstep (departed after 18.118.2, District Cllr Weston (departed after 18.118.2), Rosemary Hoile – Clerk
PUBLIC None

18.115 Apologies for absence. None

18.116 Disclosable pecuniary and non-pecuniary interest.

The Chair declared a personal interest in planning application ref: SDNP/19/00621/TCA concerning a neighbour's tree.

18.117 Minutes

18.117.1 The minutes of the Parish Council meeting held on 17 January 2019 were APPROVED as a true and accurate record.

18.117.2 Matters arising from the minutes of the previous meeting not included in this agenda.
Inspection of headstones c/f action for Minute ref: 18.108.2

ACTION	WHEN	WHO
Check all headstones in place	Feb/Mar	Clerk

18.118 Public Forum

18.118.1 No members of the public were present.

18.118.2 **District and County Councillors' reports are appended.**

Winchester City Council: Cllr Weston had circulated the WCC report.

Great British Spring Clean 22 March – 23 April.

Arrangements for litter picking were agreed. (10.00 am – midday, meet at the Village Hall).

Idverde Community Investment Fund.

Launch of fund dedicated to improving parks and public open space. Bid upper limit £1000.

<https://www.idverde.co.uk/idverde-launches-community-investment-fund-to-support-local-projects/>

Hampshire County Council: Cllr Huxstep had forwarded the HCC report for the Clerk to circulate.

Cllr Huxstep requires more time to address Droxford Parish Council's list of highways and planning concerns requiring his engagement with HCC cabinet members, HCC and SDNP officers.

Road rage

Cllr Huxstep advocated the School puts a travel plan in place and suggested the local PCSO operates an occasional patrol in the vicinity of the School. He was supported by District Cllr Weston who undertook to forward relevant information.

Council Tax

HCC approved 2.99% increase - 2019/20 annual council tax Band D £1230-87 (70 pence per week).

The Police precept increased by £24-00 per Band D household per year.

Armed Forces app

An app (Forces Connect) has been introduced to provide members of the armed forces community with support and advice.

18.119 Finance, Grants & Governance

18.119.1 Receipts and expenses Appendix A. **NOTED**

18.119.2 Bank reconciliation and statement of reserves to 31 January 2019.

The Clerk had miscalculated the level of unallocated reserves on the Finance Statement. The correct unallocated reserve of £10,344.74 and allocated and earmarked reserves of £ 36,532.20 totalling £46,876.94 were **APPROVED**.

Clerk's note: The statement of reserves in Appendix A has been corrected for the Minutes.

18.119.3 Payment of accounts.

APPROVED. Total £1471.68, including additional £6.90 payable to the Clerk for emergency photocopying.

18.119.4 To consider the internal auditor's report & risk assessment of internal financial controls 2018/19.

The Chair asked Cllr Matthissen to bring a recommendation to the March meeting

ACTION	WHEN	WHO
To scrutinise internal auditor's report.	Before 21 March	CM

18.119.5 Payment by Standing Order.

RESOLVED: Amendment of SO payable to the Clerk from 1 April 2019 in line with approval to increase in annual salary approved 18 October 2018 Minute ref 18.70.4.

18.120 Planning:

18.120.1 To consider new planning applications.

LATE NOTIFICATION

18.120.1.1 **Ref: SDNP/19/00417/HOUS**

Proposal: Conversion of the existing domestic garage and store into a residential annexe for one family member, provision of additional parking hardstanding.

Location: Upper Hill Farm, Droxford Road, Swanmore, SO32 2PY

Insufficient notice had been received for councillors to consider prior to the meeting. Planning councillors requested sight of application history at this location due to confusion arising from other applications in the area of this location in the last few years.

COMMENT TO BE RECORDED AT THE MARCH PARISH COUNCIL MEETING.

ACTION	WHEN	WHO
1. Send Cllr Horn copy of related applications.	Asap February	Clerk

18.120.1.2 **Ref: SDNP/19/00621/TCA**

Proposal: 1No. Cypress sited on the front boundary; To remove 1No.limb pressing against the flint wall.

Location: Northend House, Northend Lane, Droxford SO32 3QN

NO COMMENT

18.120.2. Planning Report - Appendix B.

18.120.2.1 Planning decisions. **NOTED**

18.120.2.2 Enforcement ref: 18/00346/BLEG. Hill Farm Orchards, Droxford Road, Swanmore:

The Clerk reported the matter is with WCC legal department. The matter is **ONGOING**.

18.120.3 SDNP Community Infrastructure Levy (CIL) call for projects.

Projects had not been fully costed to apply for CIL funds for 2019/20.

18.120.4 Matter arising referred to County Cllr Huxstep at the December meeting - Untidy land opposite the Cemetery:

There had not been an opportunity for Cllr Huxstep to raise the matter with HCC officers and cabinet members. The matter is **ONGOING**.

18.121 Recreation Ground, Cemetery and Allotments:

18.121.1. Recreation Ground:

18.121.1.1. Storage of cricket sports equipment and grass cutting machinery storage:

Consideration deferred pending a meeting being convened with Droxford Cricket Club.

18.121.1.2 Starting date for refurbishment work to proceed at the Pavilion:

Cllr Dennington undertook to forward a revised programme of work to the Clerk. A start date for all scheduled works will then be determined

Report – sundry repairs to play equipment: Deferred.

18.121.1.3 Quotations received to restore grass to scorched area of the cricket pitch:

18.121.1.4 The Parish Groundsman recommended re-seeding over laying turf at this location.

RESOLVED to approve Greg Robson to prepare and seed the area for £232.00

ACTION	WHEN	WHO
1. Convene meeting with DCC	asap	CH
2. Programme of work	asap	MD
3. Meet with Outdoor Classrooms to discuss	Before March mtg	Clerk
4. Raise purchase order to GSR Land Management	Before end Feb	Clerk

18.121.2 Cemetery:
One interment has taken place since the January meeting.

18.121.3 Allotments:
Matters arising - Land registry enquiry: The enquiry was returned. The Clerk will re-submit with a map when the annual subscription Parish Online has been renewed. The Council was pleased to note a number of new, and younger, allotment holders. The Clerk had been advised the allotment holders will hold their first meeting of the allotment year in April.

8.122 Roads Highways & Transport, Footpaths and Rights Of Way (ROW):

18.122.1 Matters arising from highways issues (various) referred to County Cllr Huxstep at the December meeting.

a) Road rage Police Station Lane.

County Cllr Huxstep and District Cllr Weston had commented at the start of the meeting.

b) Obscured lighting Union Lane.

Deferred pending Cllr Huxstep pursuing enquiries in order to report at a future meeting.

c) Future of grass verge by Meringtons Garage.

Cllr Horn reported timber verge posts had been installed, he presumed by Highways. He was puzzled why the line of posts did not continue far enough to deter vehicles from parking.

18.122.2 Damage to signage and grass verge A32 Midlington Rd junction with Swanmore Road.

The Clerk received an enquiry reference no.21413219. The Chair undertook to pursue.

ACTION	WHEN	WHO
Write to Hampshire Highways	Feb/March	JM

18.122.3 Mill Lane entrance to Manor Field:

The new kissing gate has been installed. During installation the contractor hit a water pipe of which no-one was aware. Portsmouth Water were called but advised a local repair as soon as possible.

(Post meeting note: The pipe was repaired by the close of the following week-end. It was learnt that the pipe was the main water feed to the Church.)

18.122.4 Lengthsmen:

The Clerk undertook to complete a task list for the lengthsmen's visit the following week.

18.123 Parish matters.

18.123.1 Public Access Defibrillator:

RESOLVED: The battery and pads have been replaced. The Ambulance Service requires Guardian responsibilities to be formally assigned. Cllr Newman agreed to undertake responsibility on behalf of the Council and to liaise with the Village Hall Committee.

ACTION	WHEN	WHO
Contact the Chair of the Meon Hall Committee	Feb/March	AN

18.123.2 Matters arising - Dogs on leads signage:

The Clerk was concerned that the size was too large but the Council was of the opinion that a larger size was preferable. The Clerk will proceed with the order.

18.123.3 Anti-social behaviour at the recreation Ground:

PCSO Owen Reeves had made enquiries and advised a police community resolution could not be issued on this occasion.

18.123.4 Bespoke parish map:

The Council considered a draft concept of a map. It was agreed that more local interest information was required. Footpaths which are rights of way should be clearly marked and distinguished from permissive paths.

ACTION	WHEN	WHO
Advise BC further information and ideas.		Councillors

18.124 Meetings and training.

Planning Forum for Parish & Town Councils, 5.30pm Tuesday 5th March, Guildhall, Winchester Guildhall.

The Chair undertook to attend.

18.125 Correspondence & Consultation requiring the Council's response.

18.125.1 Damage to grass verge opposite the Fire Station.

The Council agreed that the Clerk should request Hampshire Highways provide some black and white plastic bollards for the Lengthsmen to install. **APPROVED**

ACTION	WHEN	WHO
Request Highways to supply plastic bollards from stock and sanction installation by lengthsmen	March	Clerk

18.125.2 Parish Council Survey – Grounds Maintenance, Street Cleaning, Waste and Recycling.
The Chair undertook to complete.

18.126 Items for the next agenda.

Internal auditor's report & risk assessment of internal financial controls 2018/19.
Executive checklist.
Asset Register to 31 March 2019.

18.127 Date of next meeting.

The next Parish Council meeting will be at 7.30 pm Thursday 21 March 2019 at Droxford Village Hall.

Signed

Date.....

APPENDIX A – FINANCE STATEMENT, 31 January 2019

RECEIPTS TO NE NOTED	£
Allotment rents	26.11
Total	26.11

DD/SO TO BE NOTED	
R Hoile Jan salary	479.01
O2 mobile	15.42
Total	494.43

PAYMENTS TO BE AUTHORISED	
BACS Tivoli Group Ltd	480.00
BACS Came & Company	19.40
BACS EMS Inv 1176 – Jan contract	300.00
BACS HM Land Registry	4.00
BACS Secure-a-Field	239.00
BACS R Hoile office expenses - Feb	113.87
BACS Parish online	42.00
BACS Safetybuyer.com (anti-slip tape for fort)	38.33
BACS WEL Medical	235.08
Total	1471.68

BANK RECONCILIATION 1/4/18 – 31/1/19

	£	£	£
BANK ACCOUNTS			
Current Account: Unity Trust Bank A/C No.455			
Balance as per bank statement No 105, 31/01/19	1,507.44		
Deposit A/C: Unity Trust Bank A/C No....069			
Balance as per bank statement No 91, 31/01/19.	42,643.63		
Cemetery A/C: Unity Trust Bank A/c No..981			
Balance as per bank statement No 41, 31/01/19	3,505.87		
<u>Less unrepresented payments</u>			
EV60 Tivoli Group Inv 42191092	- 480.00		
EV61 EMS Inv 1176	- 300.00		<u>46,876.94</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	46,803.70		
Less Payments 1/4/18 - 31/12/18	<u>-27,784.85</u>		
			<u>46,876.94</u>
RESERVES			
Project Reserve: SDNP CIL		7,906.20	
Capital reserve £4846 b/f 1April 18 + 100% of £15K set aside for capital projec		19,846.00	
Raise the Rec funds - Pavilion refurb		<u>3,280.00</u>	
Total		31,032.20	
Cemetery Reserve		3,500.00	
ICT Reserve		<u>2,000.00</u>	
Allocated and fixed reserves		<u>36,532.20</u>	
Unallocated reserve (50% 2018/19 precept £18502.09 / 2)		<u>10,344.74</u>	<u>46,876.94</u>

1. APPLICATIONS DETERMINED

- Ref: SDNP/18/03908/HOUS **APPROVED**
Location: 2 Whitelands Midlington Road Droxford Southampton Hampshire SO32 3PD
Proposal: Proposed front dormers.
- Ref: SDNP/18/06155/FUL. Decision: **APPROVED**
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.
- Ref: SDNP/18/05216/PRE: **ADVICE GIVEN**
Location: Land north of South Hill Droxford
Proposal: Construction of 7 new dwellings plus associated landscaping.
- Ref: SDNP/18/06062/FUL. Decision: **APPROVED**
Location: Mylor House Swanmore Road Droxford SO32 3PT
Proposal: Construction of a single storey pool house in rear garden of existing dwelling.

2. DECISION PENDING

- 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/18/06578/FUL
Location: Stable Cottage, Garrison Hill, Droxford, SO32 3QL
Proposal: Replacement dwelling.
- 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/18/05819/HOUS.
Location: Hawthorne House South Hill Droxford Southampton Hampshire SO32 3PB
Proposal: Two storey rear extension and single storey refurbishment of existing garage.

4. ENFORCEMENT - NEW

Ref: 18/00346/BLEG Hill Farm Orchards, Droxford Road, Swanmore.

Alleged breach of legal agreement.

EXTANT latest update received 18 November 2018.

Ref: SDNP/13/00181/UNCM Four Acres, Midlington Road. Alleged unauthorised use of mobile homes residential purposes.

Ref: SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, SO32 2QW Alleged residential mobile homes.

Ref: SDNP/18/00429/COU Swanmore Barn Farm Park Lane. Stables within barn, unauthorised COU agric. to equestrian.