

DROXFORD PARISH COUNCIL

Minutes of the Meeting of Droxford Parish Council held at 7.30pm on Thursday 15 September 2016 at the Village Hall, the Square, Droxford

PRESENT: Nick Fletcher, Dr Penny Gordon, Chris Horn, Colin Matthissen, Janet Melson (in the Chair)
IN ATTENDANCE: Rosie Hoile – Clerk
County Cllr Roger Huxstep (arr 8.05pm/dep 8.15pm) District Councillor Vicki Weston
(gave notice to arrive at 8.30 pm)

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- 16.57 Apologies for absence** had been received from Barbara Chandler and Mark Dennington. District Cllr Gemmell had sent her apologies.
- 16.58 Declarations of interest** – Cllr Melson declared a personal interest in item 6.1.1 - planning application for tree work at Manor Farm Cottage. She would leave the meeting if the application required consideration.
- 16.59 RESOLVED** to approve and sign the Minutes of the Parish Council Meeting held on 21 July 2016.
- 16.60 Public participation** – No members of the public were present.
Cllrs Huxstep and Weston had given notice of arriving late, the Chair proceeded to agenda item 5, Chair's Report.
- 16.61 Chair's Report.** Cllr Chandler had sent apologies. Cllr Melson reminded the Council of the meeting of the Strategic Planning Working Group at 7pm on Monday 19th September.
- 16.62 Planning:** Appendix A - Planning Report.
- 16.62.1 New planning applications:**
Ref: SDNP/16/04331/TCA. **Location:** Manor Farm Cottage High Street Droxford SO32 3PA
Proposal 1No. Conifer to fell (T1)
The matter was not discussed. SDNP Tree Officer decision.
- Ref:** SDNP/16/03984/HOUS & SDNP/1603985/LIS **Location:** Yew Tree Cottage High Street Droxford SO32 3PA **Proposal:** Enlargement of existing single storey garage to form a new kitchen and minor internal alterations and refurbishment. A new trap door will form the access to the existing cellar.
The Council made **NO COMMENT.**
- 16.62.2 Planning Decisions:**
SDNP/15/04621/LDP 1 Park Lane, Droxford. The owner had received the Certificate of Lawfulness on 23 October 2015 but the application was shown as still under consideration in July 2016. WCC have apologised for not updating the planning database to show the application had been determined.
- 16.62.3 Planning Appeals** – None.
- 16.62.4 Planning enforcements: Matters arising** – Townsend: Discharge of Conditions.
Cllr Dennington had informed Cllr Fletcher that the planning condition remained outstanding. Currently there is no drainage scheme, Southern Water maintain permissions expired with previous applications. The Clerk had not received a report from the Enforcement team.

16.63 Finance, Grants & Governance

16.63.1 **RESOLVED** to approve payment of accounts listed in Appendix B.

16.63.2 The Finance Working Group (FWG) agreed to arrange meeting dates by email:

- a) To finalise revision of Droxford Standing Orders.
- b) To start the budgeting process.

ACTION	WHEN	BY WHOM
a) Standing Orders (and cross reference SO with Financial Regs).	Sept/Oct	BC/PG
b) Budget	Sept/Oct	CAM/BC/PG

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16.63.3 Proposals for necessary expenditure in 2016/17 Budget:

Cllr Fletcher drew attention to the need to put money aside for routine maintenance of play equipment.

ACTION	WHEN	BY WHOM
Noted for consideration in budget	Sept/Oct	FWG

16.63.4 Renewal of the parish council insurance policy brokered by Came and Company effective from 1 October 2016. It was agreed Cllr Fletcher should review the policy to determine if changes could be made to reduce the cost. In view of the expiry date of the extant policy, agreement to any revised charge would be sought out of committee by email.

ACTION	WHEN	BY WHOM
Meeting to review policy against asset register. Write to the broker suggest where significant saving could be made.	By end Sept	NF/Clerk

16.63.5 **Completion of the External Audit 2015/16.**

- a) The Council noted completion of the audit for the year ending 31 March 2016.
- b) The Council noted the certificate and letter from BDO confirming no issues arising from the audit.

16.64. County Councillor's Report

Cllr Huxstep had emailed his full report to the Clerk.

Serving Hampshire –the Council was reminded to respond to the Consultation. Cllr Fletcher said the workshop was informative and attempted not to show bias towards one option or another. Cllr Melson who had also attended the workshop, said the County performs well under the current system when gauged against other counties. It is in the top quartile for children's services. GCSE results are 4-5 points above national average, even with the new exam system. Cllr Huxstep said the Council should consider all the options. HCC still do not want an elected mayor. The current system, while not perfect has room for improvement. The Council should choose the option which offers the best solution for the community.

16.65 District Councillor's Report

Cllr Weston said Hampshire recycling centres will reduce opening hours and charge tradesmen £2.50 per 30 litre bag of general building waste from 1 October. She has requested a copy of HCC fly tipping strategy in case the practice increases.

Mayor of Winchester's (Cllr Jane Rutter) sponsored 90 mile bike was due to pass through Droxford on the morning of 20th September, calling in at the White Horse. The bike ride was in aid of the Mayor's Charities. Winchester City Council has improved planning application procedures and now has a strong historic environment team. The new Corporate Director of Professional Services started in July. Simon Eden, Chief Executive, stood down this month. The post is vacant.

16.66 Recreation Ground, Cemetery and Allotments:

- 16.66.1 The Clerk had not received copies of weekly inspections to date for September. Councillors considered the need to review current inspection arrangements.
- 16.66.2 Cllr Fletcher updated the Council on plans for the fundraising event on 18th September, and inaugural use of the new storage box for rounders kit and boules. John Dryden-Brownlee is to update the draft recreation ground plan to accommodate a multi-use games area (MUGA). There will be a public consultation on 29th October (to coincide with the Big Tidy Up) to gauge opinion on plans to date for the recreation ground.

ACTION	WHEN	BY WHOM
Advertise public consultation Sat 29 Oct at the Recreation Ground	asap	BC/Clerk

- 16.66.3 Cemetery matters: The Clerk reported a team of 4 tree surgeons and 1 lengthsman were to crown lift trees on the north boundary and remove weak trees on the south boundary on Friday 16th September. The lengthsman was working 1 x lengthsman day (of 2) which is owed to the parish council.

16.67 Roads Transport and Highways

- 16.67.1 The Clerk updated the Council on matters arising.

16.68 Footpaths and ROW:

- 16.68.1 Replacement of stiles with metal kissing gates. The Clerk had not received the other landowner's permission to date.

Post meeting note:

A permission to install form was received from the other landowner by the Clerk on 19 September.

- 16.68.2 Lengthsman: It was agreed a volunteer should oversee the lengthsman and manage the schedule. A name was put forward.

ACTION	WHEN	BY WHOM
Find willing candidate	asap	CM

16.69 Parish Matters

- 16.69.1 Parish Council logo – update deferred to next meeting.
- 16.69.2 Local Green Space application - Cllr Fletcher reported SDNP advised the application will be considered along with other applications for inclusion in SDNP Local Plan Part 2

16.70 Consultations, Meetings & Training.

- 16.70.1 Serving Hampshire. **AGREED** - councillors to respond individually
- 16.70.2 NALC Community –led housing survey. **AGREED** – not to take part, currently not applicable to Droxford.
- 16.70.3 Electoral Review of Hampshire – Boundaries Commission final recommendation. **NOTED**
- 16.70.4 Future of Local Government (Hampshire Devolution) workshop meeting 6 Sept, Alton. Cllrs Fletcher and Melson had attended. A number of issues accompanied each option. A proposal to form groups at parish level to provide some local services would require expertise support and more money. (See also 16.64)

16.71 Correspondence requiring parish response.

Cllr Horn raised a request for designated parking for St Mary's residents in the lay-by opposite the shop. The Clerk said the request had not received sympathetic consideration from Highways on previous occasions.

ACTION	WHEN	BY WHOM
Clerk to write to District Cllr Weston, member of WCC Cabinet (Traffic and Parking) Committee.	asap	The Clerk

16.72 Rolling action plan - REVIEWED

16.73 Items for the next agenda. Budget. Standing Orders. Cemetery Regulations

16.56 Date of next meeting: 7.30 pm Thursday 20 October at Droxford Village Hall.

The meeting closed at 9.10 pm

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

6. PLANNING

6.1.1 NEW APPLICATIONS

Reference: SDNP/16/04331/TCA
Proposal: 1No. Conifer to fell (T1)
Address: Manor Farm Cottage High Street Droxford SO32 3PA

Reference: SDNP/16/03984/HOUS & SDNP/1603985/LIS (Decision due 7 Oct. Officer Bev Harding-Rennie)
Proposal: Enlargement of existing single storey garage to form a new kitchen and minor internal alterations and refurbishment A new trap door will form the access to the existing cellar.
Address: Yew Tree Cottage High Street Droxford Southampton SO32 3PA

6.1.2 APPLICATIONS IN PROGRESS

Reference SDNP/16/02811/DCOND
Proposal Discharge of Conditions 4, 5, 6, 7, 16 and 17 on planning consent SDNP/15/03895/FUL
Address Townsend Northend Lane Droxford SO32 3QN

Reference SDNP/16/00343/DCOND
Proposal Discharge condition 4 in relation to SDNP/15/05497/HOUS
Address Westwoods, Droxford Road, Swanmore, SO32 2PY

Reference SDNP/16/00064/DCOND
Proposal Discharge of Conditions 15, 19 and 21 relating to SDNP/14/00884/FUL
Address Townsend, Northend Lane, Droxford, SO32 3QN PENDING

6.1.3 DECISION PENDING

Reference: SDNP/16/03414/FUL
Proposal Corhampton SO32 3GZ Proposal Green Keepers Office
Address Corhampton Golf Club Shepherds Farm Lane

Reference SDNP/16/01270/LIS
Proposal Internal alterations to create new first floor family bathroom and enlarge the existing breakfast area by removing the existing shower room and stairs
Address Greta House, South Hill, Droxford, SO32 3PB

6.1.4 DECISIONS

Reference SDNP/15/04621/LDP **APPROVED**
Proposal Proposal to brick up the existing front door to the rear of the property with an addition of a window. To re-instate the front door on the wall underneath the single storey tiled canopy.
Address 1 Park Lane, Droxford, SO32 3QR

Reference: SDNP/16/03205/TCA **NO OBJECTION RAISED**
Proposal: (AMENDED DESCRIPTION 24.04.2016) 1no. cherry tree - fell (T1), 1no. sycamore - remove branch above laburnum trees (T2), 1no. davidia (handkerchief) - reduce height by 2m and trim 1m from sides, mainly at upper part of tree (T3)
Address: The Small House High Street Droxford SO32 3PA

6.3 ENFORCEMENT CASES OPEN

Reference SDNP/12/00199/BPC **Breach type** BPC
Address Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH

Reference SDNP/15/00272/GENER **Breach type** GENER
Address Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH

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

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

Reference SDNP/15/00185/COU **Breach type** COU
Address West Spindleberry, Park Lane, Swanmore, SO32 2QQ

Reference SDNP/13/00238/DEVMON **Breach type** DEVMON
Address Townsend, Northend Lane, Droxford SO32 3QN

APPENDIX B FINANCE STATEMENT 15 Sept 2016**To note accounts paid August – 14 Sept**

EV28	Vicki Hunt - to develop logo design	£100.00	BACS
EV30	R Hoile – salary increase –Aug	<u>£ 35.77</u>	BACS
Total		<u>£135.77</u>	

Accounts for Payment

EV26	HALC Rural Housing booklet	£ 1.00	BACS
EV27	Estates Maintenance Services Ltd	£300.00	BACS
EV29	Estates Maintenance Services Ltd	£300.00	BACS
EV31	Vicki Hunt - to assign logo design	£ 1.00	BACS
EV32	S Horn ground rent /allotments	£ 50.00	Chq 300160
EV33	BDO LLP – annual external auditor fee	£120.00	BACS
EV34	R Hoile	<u>£ 98.28</u>	BACS
EV35	N Fletcher – fund raise event expenses	£ 74.71	BACS
Total to be authorised		<u>£944.99</u>	

Bank Reconciliation 1/04/2016 - 31/08/16**BANK :**

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

Balance as per bank statement No 66 as at 31/08/16 423.16

Add o/s lodgment: 0.00

Less unpresented cheques:

EV 16 B Chandler 6.50

EV 26 HALC publication 1.00

EV27 EMS July 300.00

EV29 EMS August 300.00 607.50 -607.50

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

Balance as per bank statement No 61 as at 31/08/16 22,580.88

Cemetery Account: Unity Trust Bank A/C980

Balance as per bank statement No 11 s at 31/08/16 1,711.87

Total - Bank £24,108.41

CASH BOOK:

Balance a per Cashbook 30/06/16

Balance b/f 1/04/16 17,382.88

Add Receipts 1/4/15 - 30/06/16 13,060.93

Less Payments 1/4/16 - 30/06/16 -6,335.40

Total - Cashbook £24,108.41

APPENDIX C – ROLLING ACTION PLAN

Minuted item	Action	Due date	Responsibility	Progress
221.15	Review plot rental agreement - MoU		JM	ONGOING
236.15.3	Enforcement Check email trail to David Townsend	21 April	Clerk	Report received ONGOING
240.15	Memorial bench to be sited in Cemetery	Summer	Clerk	Location agreed
16.17.4	Review Cemetery Regs & practices	July	BC/Clerk	
16.20.5	Enquire ownership of triangle of land north corner of junction of B2150 with A32	asap	Clerk	
16.32.2	Publish new charges on website	July	Clerk	Waiting for logo
16.32.3	Publish Parish Green charges on website	July	JM/Clerk	
16.33.2	Continue improvements and repairs/place order for playbark.	Summer	NF/MD	ONGOING
16.33.3	a)Clerk to liaise with Steve Banks	Tba	Clerk	ONGOING
16.35.2	Lengthsmens' program + Strim nettles by the zipwire	June	Clerk	Program half complete. PC owed 1 lengthsmen day
16.63.2	a) Standing Orders (and cross reference SO with Financial Regs). b)Budget	Sept/Oct	BC/PG CM/BC/PG	
16.63.3	For consideration in budget (Play equipment rolling maintenance)	Sept/Oct	BC/PG	
16.63.4	Review insurance	By 30 Sept	NC/Clerk	ACTIONED
16.66.2	Advertise public consultation Sat 29 Oct at the Recreation Ground	asap	BC/Clerk	ACTIONED website/newsletter – missed Bridge deadline
16.68.2	Find/speak to volunteer to oversee lengthsmen	asap	CM	
16.72	Clerk to write to District Cllr Weston, member of WCC Cabinet (Traffic and Parking) Committee.	asap	Clerk/CH	