

DROXFORD PARISH COUNCIL

Minutes of the Annual General Meeting of Droxford Parish Council held at
6.30pm on Thursday 21st May 2015 at Droxford Recreation Ground

PRESENT: Cllrs Pietro Acciarri, Barbara Chandler, Colin Matthissen, Jason Toman
ALSO PRESENT: District Cllr Dibden, County Cllr Roger Huxstep, Roger Foster, Nick Fletcher
IN ATTENDANCE: Rosemary Hoile - Clerk

- 64.15 To elect a chair person of the council for the ensuing year.**
Cllr Matthissen proposed and Cllr Acciarri seconded Cllr Chandler be elected as Chairperson for the year 2015-2016. **AGREED UNANIMOUSLY**
- 65.15 To elect a vice-chair person of the council for the ensuing year**
Cllr Chandler proposed and all present seconded Cllr Melson be elected as Vice - Chairperson for the year 2015-2016. **AGREED UNANIMOUSLY**
- 66.15. To receive signed Declaration of Acceptance of Office from the elected chair person.**
A signed Declaration of Office was accepted from the Chairperson.
- 67.15** The clerk had received apologies for absence from Cllr Withers and Cllr Melson
- 68.15 To receive declarations of disclosable pecuniary and non-pecuniary interest -** None declared.
- 69.15 To appoint members of the following working groups.**
RESOLVED – To appoint members to the following Working Groups (WG)
Finance and Audit (FAWG) - Barbara Chandler, Louise Withers and Colin Matthissen
Planning (PWG) Louise Withers and the new councillor - new applications. Pietro Acciarri - appeals and enforcement.
Strategic Planning (SPWG) - all members
Recreation (RWG) - Jason Toman and new councillor
Cemetery and Allotments (CAWG) – Barbara Chandler and the Clerk
Highways Roads & Transport (HRTWG) – Janet Melson
Footpaths (FWG) – Janet Melson, Pietro Acciarri
Website (WWG) - Barbara Chandler and the Clerk
- 70.15 To adjourn meeting to allow participation by members of the public.** There were no reports.

The Annual General Meeting closed at 7.00 pm and the Parish Council meeting opened immediately with Cllr Chandler in the chair to consider the following agenda items:
- 71.15. To approve minutes of the following meetings:**
71.15.1 **RESOLVED:** To approve minutes of the Parish Council Annual General Meeting held 9th June 2014
71.15.2 **RESOLVED:** To approve the minutes of the Parish Council meeting held on 16th March 2015
71.15.3 **RESOLVED:** To approve the minutes of the Parish Council meeting held on 16th April 2015
- 72.15 Co-option to fill councillor vacancy**
72.15.1 **To consider candidates for co-option to fill vacancy for a parish councillor.** The deadline of Sunday 17th May had passed with one application received. Members had considered the application received from Nicholas Fletcher.
72.15.2 It was proposed by Cllr Chandler and seconded by Cllr Matthissen that Nicholas Fletcher be co-opted a member of the Council. It was **AGREED UNANIMOUSLY** to co-opt Nick Fletcher onto Droxford Parish Council. A signed Declaration of Acceptance of Office was received from the new member. The Chair welcomed Nick Fletcher to the Council. Cllr Fletcher agreed to join working groups (see 69.15)

- 73.15 To consider new Planning Applications:** Cllr Withers had previously circulated the Monthly Planning Report – see Appendix A. A late validation had been received which the Council also considered.
- 73.15.1 SDNP/15/01242/FUL 3 Park Villas, Union Lane, Droxford SO32 3QP. **NO COMMENT**
 - 73.15.2 SDNP15/02417/HOUS Long Barrow, Swanmore road, Droxford SO32 3PT. **NO OBJECTION**
 - 73.15.3 SDNP/1502265/HOUS Copper Cottage, Police Station lane, Droxford SO32 3RF **NO OBJECTION**

74.15 Planning appeals:
 APP/Y9507/D/142224152 Site at Garden House, Midlington Hill, Droxford, Southampton, SO32 3PU
APPEAL DISMISSED

Finance and Governance:

- 75.15.1 **RESOLVED:** To approve the Finance Statement May 2015 - Appendix B
- 75.15.2 **RESOLVED:** To approve the Income and Payments Statement for the year 2014-15.
- 75.15.3 **RESOLVED:** To approve the External Audit Return 2014-15
 Section 1 – Accounting Statements for Droxford Parish Council
 Section 2 - Annual Governance Statement
 Sections 1 and 2 were duly signed by the Chair and the Clerk
- 75.15.4 **RESOLVED:** To approve the Lengthsmen Agreement for 2015/16 between Hampshire County Council and Droxford Parish Council.

76.15 Correspondence requiring a response from the Council

Letter from resident : Permission to cut Recreation Ground boundary hedge.
 Permission was **REFUSED**. The Council agreed the height of the Recreation Ground boundary hedge should be of a consistent height. The hedge should be cut along its entire length by the Council’s contractors to maintain uniformity. The Clerk was requested to obtain a cutting date from the contractors.

ACTION	By when	By Who
Clerk to inform resident of council’s decision and cutting date.	Asap May	Clerk

77.15 Date of the next meeting : 7.30 pm Thursday 18th June 2015 at the Village Hall

The meeting closed at 6.30pm

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

1 PLANNING

1.1 NEW APPLICATIONS

1.1.1

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

1.1.2

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

1.1.3

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

1.1.3

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

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/15/01242/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

1.3 DECISIONS

1.3.1

Reference SDNP/15/01145/LDE
Proposal Use of building as a single dwelling house (CERTIFICATE OF LAWFULNESS)
Address Court House Health Club, Police Station Lane, Droxford, SO32 3RF
Status **APPROVED**

1.3.2

Reference SDNP/15/01332/FUL
Proposal Change of use of the existing redundant farm building to one residential dwelling (RESUBMISSION)
Address Hazelholt Farm, Hazelholt, Bishops Waltham, SO32 1GA
Status **REFUSED**

1.3.3

Reference SDNP/15/01400/HOUS
Proposal Double storey rear extension, front porch and internal alterations
Address Dove Cottage, Police Station Lane, Droxford, SO32 3RF
Status **APPROVED**

APPENDIX B
FINANCE STATEMENT: 21 MAY 2015

		17/04/15 - 21/05/15	£	
INCOME TO BE NOTED				
IV2	Precept & CTS grant		9138.51	
IV3	Allotment rent (new)		6.00	
IV4	HMRC VAT refund (1/9/14 - 31/3/15)		<u>866.98</u>	
			10,011.49	
EXPENDITURE TO BE NOTED		17/04/15 - 21/05/15	0.00	
EXPENDITURE TO BE APPROVED		17/04/15 - 21/05/15		
EV10	EMS Invoice 15623		300.00	BACS
EV11	Portsmouth Water		20.76	CHQ
EV12	Parish expenses		316.90	BACS
	Clerk Salary - May		<u>422.60</u>	SO
TOTAL EXPENDITURE			1060.26	
BANK BALANCE 21 MAY 2015			£	
Unity Trust	Current Account	20266455	2,192.11	
Unity Trust	Deposit Account	20267069	<u>14,649.85</u>	
Unity Trust	Total		16,841.96	
	Business Reserve			
NatWest	A/C	45562962	<u>1,710.42</u>	
	TOTAL		<u>18,552.38</u>	
Allocated				
	Capital projects	£4,000.00		
	Cemetery (Business Reserve A/C)	<u>£500.00</u>		
		<u>£4,500.00</u>		
Unallocated				
	Unity Trust A/cs	£12,841.96		
	Natwest Business Reserve	<u>£1,210.42</u>		
		<u>£14,052.38</u>		
RESERVES 21 MAY 2015			<u>£18,552.38</u>	

Signed.....19
March 2015

21-May 2015

APPENDIX C

ROLLING ACTION PLAN – MAY 2015

Item	Action	By when	By whom
60.15.1	Investigate signage and waste bag dispensers	May. Defer to July	Clerk
76.15	Clerk to inform resident of council's decision and cutting date.	Asap May	Clerk

Appendix A

**DROXFORD PARISH COUNCIL
PLANNING REPORT
16 April 2015**

1.2 NEW APPLICATIONS

1.1.1

Reference SDNP/15/01332/FUL
Proposal Change of use of the existing redundant farm building to one residential dwelling (RESUBMISSION)
Address Hazelholt Farm, Hazelholt, Bishops Waltham, SO32 1GA
Comment This is a resubmission and was originally reviewed at the Parish Council meeting on 18 September 2014 when no objection was made. On the advice of the Planning Officer, the application was withdrawn and resubmitted the additional information relating to the relocation of bats into suitable bat boxes, a structural engineer's report stating that conversion works can be carried out without demolition of existing barn and confirmation that the barn is no longer required for farm use and is redundant. This information has now been supplied.

1.1.2

Reference SDNP/15/01400/HOUS
Proposal Double storey rear extension, front porch and internal alterations
Address Dove Cottage, Police Station Lane, Droxford, SO32 3RF

1.1.3

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

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/15/01145/LDE
Proposal Use of building as a single dwelling house (CERTIFICATE OF LAWFULNESS)
Address Court House Health Club, Police Station Lane, Droxford, SO32 3RF

1.3 DECISIONS

1.3.1

Reference SDNP/14/06593/LIS
Proposal The part removal of internal wall between kitchen and dining room and all associated works including structural support (MAY AFFECT THE SETTING OF A LISTED BUILDING)
Address Millers Cottage, High Street, Droxford, SO32 3PA
Decision **APPROVED**

1.3.2

Reference SDNP/14/06382/FUL
Proposal Change of use from single residential dwelling to single residential dwelling to be used as a wedding venue with both internal and external facilities. (WITHIN THE CURTILAGE OF A LISTED BUILDING)
Address Fir Hill, High Street, Droxford, SO32 3PA
Decision **REFUSED**

1.3.3

Reference SDNP/15/00351/LIS
Proposal Change of use from single residential dwelling to single residential dwelling to be used as a wedding venue with both internal and external facilities. (WITHIN THE CURTILAGE OF A LISTED BUILDING)
Address Fir Hill, High Street, Droxford, SO32 3PA
Decision **APPROVED**

LOUISE WITHERS

9 April 2015

1.4 APPEALS IN PROGRESS

Inspectorate Appeal

Reference APP/Y9507/D/142224152
Address Site at Garden House, Midlington Hill, Droxford, Southampton, SO32 3PU
WCC Case officer Frederika Rose

1.5 APPEAL DECISIONS - NONE

1.6 ENFORCEMENT

1.6.1

Reference SDNP/14/00418/COU (formerly WCC 14/00181/USE - closed & transferred to SDNP)
Address Midlington Farm, Midlington Hill, Droxford, Southampton SO32 3PU
SDNP Case Officer: David Townsend

1.6.2

Reference SDNP/13/00181/UNCM
Address Four Acres, Midlington Road, Droxford, Southampton SO32 3PD
SDNP Case Officer: Jannine Wright

PIETRO ACCIARRI - Appeals and Enforcement

19 March 2015

APPENDIX B FINANCE STATEMENT: 16 APRIL 2015

INCOME TO BE NOTED	20/03/15 - 16/04/15	£
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EV1	WWFC		29.00	chq
	Bank interest		0.47	DD
EV2	Square rent		86.00	cash
		20/03/15 -		
	EXPENDITURE TO BE NOTED	16/04/15		
	Southern Electric		75.76	DD
		20/03/15 -		
	EXPENDITURE TO BE APPROVED	16/04/15		
EV1	EMS		300	BACS
EV2	HALC Localism training course		84.00	BACS
EV3	HALC Affiliation fee & levy		241.00	BACS
EV4	Fair Account -year end audit services		60.00	BACS
EV5	HPFA subscription		40.00	chq
EV7	Shakespear Builders		190.00	BACS
EV8	WCC Returning Officer fees (May 2014 local council elections)		75.10	chq
EV9	Parish expenses		320.65	BACS
	Clerk Salary		422.60	SO
	TOTAL EXPENDITURE		<u>1733.35</u>	
	BANK BALANCE 16 APRIL 2015		£	
	Unity Trust Current Account	20266455	1012.48	
	Unity Trust Deposit Account	20267069	<u>7,511.34</u>	
	Unity Trust Total		8,523.82	
		Business Reserve		
	NatWest A/C	45562962	<u>1,710.42</u>	
	TOTAL		<u>10,234.24</u>	
	Allocated			
	Capital projects	£4,000.00		
	Cemetery (Business Reserve A/C)	<u>£500.00</u>		
		<u>£4,500.00</u>		
	Unallocated			
	Unity Trust A/cs	£4,523.82		
	Natwest Business Reserve	<u>£1,210.42</u>		
		<u>£5,734.24</u>		
	RESERVES 16 APRIL 2015		<u>£10,234.24</u>	