

**MINUTES
DROXFORD PARISH COUNCIL MEETING**

**WEDNESDAY 18th February 2021 at 6.00 p.m.
Held via Zoom Meeting Room link**

PRESENT: Councillors: Mark Dennington, Angharad Heller, Chris Horn, Colin Matthissen, Janet Melson (Chair), Di Shepherd.
IN ATTENDANCE: District Councillors Frank Pearson and Vicki Weston.
Rosemary Hoile - Parish Clerk.
PUBLIC: 6 members of the public were present.

20.106 Apologies for absence.

County Councillor Roger Huxstep sent apologies due to attending another meeting which took precedence.

20.107 Declarations of Interest.

None

20.108 Minutes of the meeting held on 21st January 2021.

Approved as a true and accurate record.

20.109 Chair's Announcements.

(i) Covid-19

No new numbers for Hampshire were reported today; the national infection rate has fallen to 1 in 115. Numbers are falling.

(ii) Review of actions arising from the 21st January meeting.

Picnic Table – collection arranged.

Send reminder to G.Tull.	Clerk
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Parking at St Mary's Close: District Councillor Pearson had stepped back from chasing Highways and reverted to the WCC Strategic Director and Head of Housing. Having previously advised the impracticality and lack of funding to support on-site parking WCC housing officers concluded the only course of action open is to pursue a HCC authorised Traffic Regulation Order (TRO). The issue is defined as 'unusual parking in a layby' but HCC are not in favour of a TRO on the basis of lack of fairness to other residents on High Street. Councillor Pearson said the situation is not promising.

Parish Green Project Working Group.

The project to enhance the Parish Green has been deferred due to the Council prioritising consideration of potential demand for public Electrical Vehicle charging points in the Square. It will be necessary to initiate a feasibility study and quotation for costs from SSEN which may necessitate re-allocation of a sum from the 2021/22 budget allocated to the Parish Green to fund additional excavation works for a trench to carry new underground ducting and cabling to appropriate areas of The Square.

Gully maintenance

No further issues have been reported following the gully outside Stedhams Cottage being unblocked.

Pavilion condition report and lease/hire agreement.

Agreements are being drawn up for Droxford Cricket Club and occasional hirers.

Portsmouth Water.

Councillor Dennington had agreed the final sum payable to Castle Water (see payment ratified. See 20.112/1). The Council will monitor usage going forward.

Take monthly readings to report at PC monthly meeting	Clerk
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Mayor of Winchester Awards.

One nomination has been submitted, the other is ready to go pending receipt of some information.

20.110 Public Forum.

(i) 5 members of the public were present representing the Parochial Church Council, Friends of Droxford Church, CIC for Wilfred's Café.

The representative speaking on behalf of community organisations who are stakeholders with an interest in the Parish Green, said they would welcome an opportunity to contribute to the Council's working party and would like to nominate a representative from each organisation. The Council was requested to agree to:

- Set up a working group.
- Outline a timetable for the project.
- Make public the detail of the CIL application for funding

The Vice Chairman of Droxford Parochial Church Council (DPCC) endorsed the foregoing request, re-iterating stakeholders' interest in plans to improve the Parish Green and was supported by the Church Warden.

The Chair explained that the Parish Green project was included in the agendas for November, December and January due to necessary consideration of its suitability for an application for funding for which the deadline date for forwarding Expression of Interest (EoI) to SDNPA was 31 January 2021. Following agreement of the Parish Council to request funding for the Parish Green project, an EoI submission was made on 27th January. An immediate response was received from SDNPA acknowledging receipt and stating that the authority will consider applications in April and results will be announced towards the end of 2021. The resulting delay in receiving any potential funds, combined with the possible requirement to prioritise the installation of cabling and ducting to service EV charging points in the future will necessitate the postponement of the Parish Green project until sufficient funds are in place and the necessary public consultation can take place in a manner which will ensure all residents are able to participate. It is unrealistic to agree to set up a working group or outline a timetable until the Council has been notified of SDNPA's decision.

Councillor Dennington wished to make abundantly clear that the Parish Green project is for the whole village. The reason the area is tagged 'Memorial Garden' is because the Memorial is there, albeit on the Manor House wall. That the area is scruffy is acknowledged but a physical meeting will be required when a working party convenes which is not possible at the moment and electronic consultation by Zoom or email is not appropriate.

The Chair enquired if all the groups related to the Church were of the same mind as to ideas for the area, and emphasised that the CIL expression of interest was non-prescriptive in order to avoid anything being precluded once full consultation can take place.

The representative speaking on behalf of the community organisations reiterated her request for assurance that when the Council starts considering the Parish Green, stakeholder groups will be consulted. The Chairman of the DPCC asked if CIL is received as a grant or a loan and was advised CIL is a grant. The Chair asked if the three community groups present were agreed in their aims and invited suggestions to be submitted to the PC.

(ii) County & District Council Councillor's Reports:

County Councillor Huxstep was not present but had circulated his report shortly before the meeting.

District Councillor Vicki Weston had previously circulated her report. Attention was drawn to the SDNPA Camping and Glamping consultation (until 16 March), SDNPA planning guidance on landscape led approach to design and the dark skies policy and the WCC Biodiversity Action Plan. *(Clerk's note: the report will remain on the website until 18 March).*

Delivery of the new brown garden waste bins has been slow. If residents experience problem they should contact their district councillors.
VWeston@winchester.gov.uk or FPearson@winchester.gov.uk

20.111 Planning (Appendix A)

Ref: [SDNP/21/00534/HOUS](#)

Location: 1 The Laurels Union Lane Droxford SO32 3QP

Proposal: Re submission of previous application SDNP/20/02770/HOUS, with the addition of a obscure Velux window within the en-suite.

NO COMMENT

Ref: [SDNP/18/05390/CND](#)

Location: The Old Chapel, Police Station Lane, Droxford SO32 3RF

Proposal: (AMENDED PLANS 4/2/21) Removal/variation of condition in relation to SDNP/18/000525/FUL

The Council strongly refutes the allegation of pre-determination made by BJC Planning. Councillors had listened to all the points raised by the applicant.

The Council's objections were in line with objections raised by others.

Councillors discerned no major change to the application to alter the Council's opinion that the proposal amounted to overdevelopment.

OBJECTION

Draft letter of objection/upload to planning portal	CH/Clerk
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Ref: [SDNP/21/00737/TCA](#)

Location: Old Mill Cottage Mill Lane Droxford Southampton Hampshire SO32 3QS

Proposal: Large mature ash on boundary with 'The Mill Droxford' to be felled.

NO COMMENT

Ref: [SDNP/21/00773/CND](#)

Location: Red Admiral Vineyard Swanmore Road Droxford Hampshire

Proposal: Variation of condition 2 in relation to Application Reference Number: SDNP/20/01971/FUL. The proposed internal storage has been re-arranged so requires an altered window & door configuration.

NO COMMENT

Ref: [SDNP/21/00601/FUL](#)

Proposal: The Mill House Mill Lane Droxford SO32 3QS

Location: Equestrian stables with hardstanding & replacement fencing.

NO COMMENT

(ii) Planning Report – Appendix A

Decisions determined by SDNPA were **NOTED**. No update on enforcement matters had been received.

20.112 Finance and Governance

1. Payment of accounts.

- a) **RESOLVED**: To ratify payment of £355.79 to Castle Water in final settlement of the account following investigation into a leak.
- b) **RESOLVED**: To pay Castle Water by Direct Debit mandate.
- c) **RESOLVED**: To pay accounts listed in Appendix B.

Follow up debtors -Appendix B	Clerk
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2. Bank reconciliation and statement of reserves to 31 Jan 2021.

NOTED. Cllr Matthissen queried allocations in the reserve but did not elaborate.

3. Communications Policy.

The Chair invited comments on her paper previously circulated, noting that a multi strand method of communication is evolving harnessing electronic communication whilst trying to ensure that residents who do not use technological solutions retain access to information. Parish councils are legally obliged to maintain a noticeboard to publish statutory notices and is still the only means to inform some residents. Councillors discussed -

- Letters - considered to be expensive, inefficient and time consuming.
- Group emails – requires GDPR compliance and largely superseded by WhatsApp as a quick means of communication.
- Newsletters - time consuming.
- Facebook – although overtaken by Whatsapp there are a significant number of users. Little time required to use in conjunction with WhatsApp.
- Community website - the primary channel for statutory notices and information.
- Whatsapp – currently 2 in use, the first used as a Notice Board by community groups and the second has become an interactive social forum.

All agreed to making greater use of the Droxford Whatsapp Noticeboard as the quickest way to disseminate information. Councillor Shepherd highlighted the need for residents to understand the difference between the two Whatsapp groups. The Chair proposed that firstly notices should be published on the community website, Facebook and the Droxford WhatsApp

Noticeboard through the official channel of the Parish Clerk and that where appropriate, articles would be submitted to The Bridge magazine.

RESOLVED: The Council approved a communications policy for the Parish Council and agreed to keep the policy under annual review.

4. **Joint Contracts Tribunal Minor Works Building Contract 2016:**

The Council were content for the Chair and the Clerk to sign the contract when hard copies had been received.

RESOLVED: To approve to authorise the Clerk and the Chair to sign a contract between Droxford Parish Council and Authorn Ltd to carry out resurfacing works in The Square (S106 SDNP Project Ref 64).

Following SSEN's advice, The Chair had met with an electrician primarily to determine the power requirement that would be needed to supply a future installation of EV charging points. Upon submitting this information to SSEN, a feasibility study would be carried out and a quotation given for cabling and associated equipment. The supply would come through underground ducting from a feed on A32 towards the Village Hall to a connection box prior to the Village Hall. The electrician had advised that this already provides a 3 phase electrical supply to The Square. SSEN need 20 working days to provide a quotation and the Chair sought the Council's approval to obtain a quote.

It was **RESOLVED** that the Chair should request SSEN to quote to install a three phase low voltage electricity connection to be activated at such time in the future when there is demand for the installation of EV charging points.

5. **Cyber insurance.**

The Council considered information and a quotation for cyber insurance received from Came and Company. All agreed with Councillor Horn that data protection was an important element. Councillor Heller will look for a cyber risk assessment. Cllr Matthissen undertook to make further enquiries with the broker.

Forward risk assessment to the Clerk	AH
Clerk to forward broker's contact details to CM	CM

6. **RESOLVED:** To approve payment of a contribution of £40-00 for shared access signs purchased by Corhampton & Meonstoke PC to place Hampshire Countryside Access signage at entrances to the Meon Valley Trail between West Meon and Wickham.

7. **RESOLVED:** To approve a quotation for £3,400 to fell 1No. poplar tree and 1No. Scots Pine tree.

20.113 **Parish Matters – Green Spaces**

1. Cemetery

Councillor Shepherd had previously circulated the Green Spaces Working Group Report for February. The Mount Fuji cherry tree has been ordered and collection of wild flower turf arranged. Following on from volunteers' hard work

to tidy the bank another small working party is planned for 27th February. The Badgers Trust has not provided any further advice on how to manage the conflict between not disturbing the badgers habitat and preventing the badgers from disturbing graves. One of the sunken graves has been rectified but other graves are outstanding.

Contact EMS re graves to be levelled	Clerk
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Estimates received from 4 contractors to re-lay the Cemetery path. The Council considered the estimates to re lay the Cemetery path. Councillor Shepherd offered a recommendation based on an assessment of contractors' understanding of the Council's brief. The Council unanimously accepted the Councillor's recommendation that Authorn Ltd would provide best value for money.

RESOLVED: To award a contract to relay the cemetery path to Authorn Ltd.

Notify contractors of the Council decision	DS
Raise purchase order to Authorn Ltd.	Clerk

2. Allotments.

Councillor Shepherd had met Nash Arborists and the landowner of the Grove Stables to discuss access to fell the diseased trees. The landowner gave permission to enter the adjoining paddock via the double gate in the school field if necessary. The well will need to be capped in order for work to be carried out safely. Work needs to be carried out in dry weather to avoid churning the track along the School field.

To cap off the well	MD/CH
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3. Recreation Ground

Picnic benches are on order. Acorn Tree Surgery will carry out work to raise lime tree canopies during dry weather.

4. The Parish Green

An application will be submitted for a Winchester City Council Award, under the Small Grant Scheme, requesting £500 (maximum allowed) for a new Churchill Bench. Application being submitted for the financial year 2020/2021. If successful, this will enable us to request a further grant for similar equipment, perhaps for the Parish Green, for the year 2021/22.

20.114 Footpaths & ROW

1. DMMO 1020: HCC confirmed order effective from 5th February 2021
The Footpath Warden's had forwarded a detailed summary to the Chair. He recommended the Council to take note and support objections likely to be lodged by the landowners concerned. The Chair observed there had been a procedural slip-up at HCC during the consultation process.

2. DMMO 1150: HCC confirmed order effective from 5 February 2021

To date no objections have been made. The Footpath Warden will draft a note to send to the Definitive Map Officer concerning a Diversion Order for the proposed bridleway where it runs parallel with the original footpath.

Notify the Footpath Warden when Diversion Order received	Clerk
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20.115 Roads & Highways

1. Carriageway repairs, Sheep Pond Lane 22nd – 24th February. **NOTED**
2. Temporary Speed Indicator Device.

The Chair will circulate a written report in time for the March meeting.

20.116 Correspondence and other matters requiring the Council's response.

Offer to contribute to a Parish Green Memorial Working Party.

Representatives of the Village Hall Committee, Parochial Church Council, and Wilfrid's Cafe had spoken in the public forum. The Parish Council had accepted that Phase 2 Parish Green would of necessity have to be delayed due to installation of electrical infrastructure to support future EV charging points in the Square. See Minute ref 20.112.4

20.117 Items for the next meeting.

Executive checklist, Annual Parish Meeting.

20.118 Dates of the next full Parish Council meeting, Annual Parish Assembly.

Full PC meeting. 6.00pm Thursday 15th April 2021 via Zoom.

Annual Parish Assembly 7.00pm Thursday 29 April 2021 via Zoom.

APPENDIX A – PLANNING REPORT 21 January 2021

1. APPLICATIONS DETERMINED

Ref: SDNP/20/00119/TCA

Proposal: T1 - Cherry sp. Fell. due to nuisance breach being caused to the immediate drainage.

Location: The Nook, Mill Lane, Droxford SO32 3QS

DECISION: RAISE NO OBJECTION

Ref: SDNP/21/00237/TCA

Location: The Small House High Street Droxford Southampton Hampshire SO32 3PA

Proposal: Reduce the branches of the yew tree T1 and the Davidii T2 by 1 metre.

The yew tree is too close to our house and overhangs the neighbours garden. The davidii needs to be kept in check as it is a large tree in a small garden.

DECISION: RAISE NO OBJECTION

2. DECISIONS PENDING

None notified

3. APPLICATIONS IN PROGRESS

Ref: SDNP/20/00938/FUL

Location: The Hambledon Hunt Kennels Garrison Hill Droxford Southampton Hampshire SO32 3QL

Proposal: Temporary use of land and siting of a Mobile Home for a period of three years.

Ref: SDNP/20/04015/FUL (closing date for comment 22/10/20)

Location: Dadkhah Stud, Park Lane, Swanmore, SO32 3QQ

Proposal: Construction of 3 bedroom chalet dwelling with office space and laboratory for owner/operator of Dadkhar Stud.

Ref: SDNP/20/05390/CND

Location; The Old Chapel, Police Station Lane, Droxford SO32 3RF

Proposal: Removal/variation of condition in relation to application ref:

SDNP/18/00525/FUL

Ref: SDNP/20/05663/FUL

Location: Red Admiral Vineyard, Swanmore road, Droxford SO32 3

Proposal: Installation of 120kW biomass wood pellet boiler and associated flue within existing building.

4. ENFORCEMENT

Ref: SDNP/20/00590/COU 1 Park View, Union Lane

Alleged storage of the building materials associated with the business and extensive building works in the front garden which represent a vehicle hazard on the narrow road.

Status as of 4/12/20: (latest update)

Awaiting first site visit.

Ref: 19/00105/BCOND Hill Farm, Droxford Road Swanmore,

Alleged breach of conditions 4,6,7,9 and 10 of planning consent 07/00138/FUL/

Status as of 4/12/20: (latest update)

The owner has been asked submit a planning application to regularise t/he breach. No application had been received.

Ref: 20/00098/COU Upper Hill Farm, Droxford Road Swanmore

Alleged change of use of land. (superceded case closed Ref:19/00105/BCOND Hill Farm Orchards.

Status as of 4/12/20: (latest update)

Previous officer assigned to the case has left WCC. Awaiting re-assignment.

APPENDIX B – FINANCE REPORT (summary of transactions 1 – 31January 2021)

INCOME RECEIVED

Corhampton & Meonstoke PC

For share of Viking Stationery order (to be refunded to Clerk)

£

91.48

DIRECT DEBITS & STANDING ORDERS

DD Telefonica - parish mobile

21.84

DEBTORS

176.00

PAYMENT OF ACCOUNTS TO BE AUTHORISED 18 February 2021

Estate Maintenance Services Inv 3114 Jan contract

300.00

Acorn Tree Specialists. Inv 4708

650.00

R Hoile expenses - Internet/office

23.66

Total

973.66

BANK ACCOUNTS:		£	£	£
Instant Access AC ...069			88,993.07	
Cemetery AC ...980			6,368.00	
Current AC ...455			1,129.40	
LESS unrepresented payments				
Castle Water		355.79		
EMS Jan Inv 3114		300.00	-655.79	95,834.68
	Net balance 31 January 2021			95,834.68
CASH BOOK:				
Opening Balance 1 April 2020			37,051.05	
Add: Receipts to 31 January 2021			87,990.03	
Less: Payments to 31 January 2021			- 29,206.40	
Closing balance per cash book as at 31 January 2021				95,834.68
RESERVES:				
Capital Reserve*			31,896	
CIL/s106	£4798 b/f + £41,414.62 new		46,213	
Cemetery Reserve			6,368	
ICT Reserve			1,358	
Running Costs			10,000	
Reserves as at 31 January 2021				95,834.68
* Balancing figure				