

DROXFORD PARISH COUNCIL
Minutes of Droxford Parish Council meeting held at
6.00 pm Thursday 23 April 2020

PRESENT: Mark Dennington, Max Ford, Chris Horn, Colin Matthissen, Janet Melson, Di Shepherd.
IN ATTENDANCE: Rosemary Hoile – Clerk
MEMBERS OF THE PUBLIC 2 (1 left at the end of the public forum)

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| 19.114 | Apologies for absence. County Councillor R Huxstep, District Councillor V. Weston. The Chair had contacted both Councillors prior to the meeting to thank them for keeping the Parish Council updated with the actions of their respective Councils and it was agreed that if any specific issues were raised relating to their areas, they would be forwarded for necessary action. | ACTION |
| 19.115 | Declarations of disclosable pecuniary and non-pecuniary interest. None | |
| 19.116 | Minutes - RESOLVED:
The minutes of the Parish Council meeting held on Friday 7 February were approved as a true and accurate record. | |
| 19.117 | Public Forum:
The resident was not present to raise a specific point but wished to remain as an observer. | |
| 19.118 | Covid-19 Virus
a) Conduct of electronic meetings during the ‘lockdown’ imposed by HM government for the duration of the Covid -19 emergency was approved by statute and was unanimously adopted. RESOLVED
b) Community Support Group volunteers had delivered leaflets informing contact details for self-isolating residents requiring help to collect prescriptions and shopping. There has been less demand than expected to date. It was noted how well most local businesses had adapted their usual business model where possible to enable supply of essential foods and services to continue. | CLERK |
| 19.119 | Matters arising:
a) Union Lane Car Park: The Clerk had chased Sovereign Housing to request repair of the damaged fence.
b) Allotment Garden - Sealing the well: No action until Covid19 restrictions have been lifted.
c) Allotment Gardens: The matter of a gate in the boundary fence between the School and allotment gardens rests with G. Horn & Sons and Droxford Junior School. G. Horn & sons will advise the Council of their decision.
d) Midlington Road – it had been reported that clearance had been voluntarily undertaken by a family resident on Midlington Road. The Council will contact the family to convey appreciation for their significant contribution to the wellbeing of the community. Requests to HCC to clear overgrown vegetation to maintain pedestrians’ safety had been ignored by HCC Highways since November 2019.
e) Telephone kiosk, High Street: Re-glazing and Book Swap signage has been completed to a high standard.
f) Pavilion and allotments: A leak is suspected due to higher than usual water bills. Despite the water being turned off at the Pavilion the meter continued to register a small daily increase. Portsmouth Water have attended and given their opinion. Cllr Dennington will investigate.
g) Dog waste: The Council had agreed to a trial repositioning of the general waste bin on High Street. The bin was rarely used whereas there is a need to dispose of dog wate at the bottom of Mill Lane opposite the Mill. WCC has been informed.
h) Overhanging trees in the allotments: Storm damage to trees bordering Plot No 9 causing a health and safety risk to allotment holders has been reported. Clerk to request an opinion from a tree surgeon. | CLERK
ON HOLD
CLOSED

CHAIR

CLOSED

MD
CLERK MONITOR
CLERK |

19.120 Finance, Grants & Governance

19.120.1 Payment of Accounts:

- a) **RESOLVED:** Payment of accounts listed in Appendix A.
- b) **NOTED:** Income received since the last meeting (7/2/20) listed in Appendix A.

CLERK

19.120.2 Annual Governance and Accounting Return 2019-20 (AGAR 2019-20). The Council **RESOLVED** to approve the accounts audited by Paul Reynolds on 23 April 2020.

CLERK

19.120.2.1 Bank reconciliation to 31 March 2020 – Appendix A.

19.120.2.2 Statement of Reserves at 31 March 2020

19.120.2.3 Section 1 of AGAR 2019-20 to authorize the Chair to sign Section 1 on behalf of the Council.

CHAIR

19.120.2.4 Section 2 of AGAR 2019-20. The internal auditor advised that the 2018/19 figure for total Assets should be re-stated by + £1000 due to an administrative error in transposition from draft to final Submission last year. The Council authorized the Chair to sign Section 2 on behalf of the Council.

CHAIR

19.120.3 Expenditure versus 2019/20 Budget and Actual Spend 2018/19 – 2019/20 **APPROVED**

19.120.4 The Executive Checklist to be signed by the Chair of the Meeting. **APPROVED**

CHAIR

19.120.5 Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Cllr Shepherd had previously confirmed that Hugo Fox would meet accessibility regulations by September 2020. It was confirmed that the website was HTTPS encrypted.

19.120.6 The Council were content with Cllr Ford's recommendation to update the Droxford PC General Data Protection Regulations and consent forms. **RESOLVED**

PUBLISH

19.121 Planning:

19.121.1 New planning applications:

Ref: SDNP/20/01242/PRE. Location: Linden Lea, Northend Lane, Droxford SO32 3QN

Proposal: Conversion of existing integral garage, with single storey kitchen addition.

The Council does not comment on pre-applications. Will seek clarity on what is being re-sited.

19.121.2 Enforcement:

19/00105/BCOND Hill Farm Orchards, Droxford Road Swanmore

The Council **NOTED** WCC Enforcement response. The Clerk undertook to respond that there had been no change to the existing situation. Any change which may have occurred would be entirely due to the existing lockdown which restricts working conditions.

19.122 Recreation Ground, Cemetery and Allotments

Kitchen installation at the Pavilion:

Cllr Dennington reported that the installation had been completed.

Annual Play Inspection Report:

The overall assessment was 'Low' risk. Recommended works will proceed where possible.

Review of Droxford Cemetery by the Green Spaces Working Group in accordance with the Terms of Reference dated 1st March 2020.

The Council had reviewed over previous months. **RESOLVED:** To adopt.

Allotments:

CLERK

Cllr Shepherd regretted the theft of 2 lawnmowers which are owned by the allotmenters. Followers of the Facebook account have been alerted. A tree surgeon will assess the state of the trees on the boundary, the precise location of which is not known because neither the Allotment Gardens or the land within the curtilage of Grove Stables have been registered at Land Registry. The Clerk will contact landowners at Grove Stables and Grove House.

19.123 Footpaths & rights of Way

Discussions with landowners regarding the proposed permissive footpath between Northend Lane and Droxford Cemetery are underway.

CHAIR/
FOOTPATH
WARDEN

19.124 Items for the next agenda.

Droxford Councillors WhatsApp Group

19.125 Date of next meeting.

The next Parish Council meeting will be held virtually via Zoom at 6.00pm on Thursday 21 May 2020 unless Government restrictions in place during the Covid-19 pandemic lockdown are lifted.

The meeting closed at 6.40 pm

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

APPENDIX A – FINANCE STATEMENT 23 April 2020**RECEIPTS 1 Feb – 31 March 2020**

	£
Allotment rents	183.47

DD/SO PAYMENTS 1 Feb – 31 March 2020

SO	Clerk salary – Feb 505.70 + March 505.70	1011.14
DD	O2 Mobile telephone (50% to be refunded by C & M PC) Feb £23 50 + March £23.50	47.00
DD	Castle Water 31/12/19 -31/3/20 (Actual)	149.25
DD	SSE 18/12/19 – 1/4/20 (Actual)	159.49
Total		1,366.88

PAYMENTS TO BE AUTHORISED

BACS Estates Maintenance Services Inv 1648 hedge cut Sept 2019(missed payment)	240.00
BACS Estates Maintenance Services Ltd Inv 2124 March contract	300.00
Chq R Gilham materials to repair to bus shelter	10.00
BACS Dowdswell Electrical Services	5,111.00
BACS HCC Street Lighting 1/10/19 – 31/3/20	429.18
BACS R Hoile April expenses: Laptop £558.30 + premises £8.33 + internet £15.33 + Microsoft Office subscription £59.99	641.95
BACS M Stevens bus shelter Jan/Feb /March 2019-20	32.00
BACS Laburnam Glass	400.00
WCC to empty dog bins Jan- March 2020	35.00
Total	7,199.13

Bank reconciliation 1 April 2019 - 31 March 2020					
BANK ACCOUNTS			£	£	£
Current Account: Unity Trust Bank A/C No.455					
	Balance as per bank statement No 124, 31/03/20			2,115.12	
Deposit A/C: Unity Trust Bank A/C No....069					
	Balance as per bank statement No 105 31/03/20.			31,712.50	
Cemetery A/C: Unity Trust Bank A/c No...980					
	Balance as per bank statement No 55, 31/03/20			3,523.43	
<u>Less unrepresented cheques</u>					
	EV53	EMS South Ltd Inv 2124 - March contract.	- 300.00	- 300.00	37,051.05
<u>Add unlodged cheque</u>					
CASH BOOK:					
	Balance b/f 1/04/19		45,705.02		
	Add Receipts 1/4/19 - 31/03/20		41,980.01		
	Less Payments 1/4/19 - 31/03/20		-50,633.98		37,051.05

RESERVES:							
	Capital Reserve				10,940.78		
	CIL Open Space				4,798.27		
	Raise 4 the Rec donations for Pavilion refurbishment				3,280.00		
	Cemetery				6,032.00		
	ICT				2,000.00		
	Running costs				10,000.00		<u>37,051.05</u>

APPENDIX B – PLANNING REPORT 23 April 2020

1. PLANNING APPLICATIONS DETERMINED

Ref: SDNP/20/00507/FUL

Location: 1 Quantock Cottage, Northend Lane Droxford SO32 3P

Proposal: New single storey side extension, extension to outbuilding, new rear extension

DECISION: APPROVED

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.

DECISION: APPLICATION WITHDRAWN

Ref: SDNP/19/04951/PRE

Location: The Cottage Alpha House Midlington Road Droxford Southampton Hampshire SO32 3PD

Proposal: Conversion of Alpha House from care home (C2) to single residential dwelling, conversion of Fairfield Cottage to 2 x semi detached properties, demolition of outbuildings and erection of 5 x new build dwellings within grounds, construction of 4 x new build dwellings on paddock land to the north (all Class C3)

DECISION: ADVICE PROVIDED

Ref: SDNP/20/00092/DCOND (relating to SDNP /19/04321/FUL)

Location: Old Manor Farm, High Street, Droxford.

Proposal: Discharge of conditions 3 (Joinery Details) and 4 (Details of materials and surrounds) of approved listed building consent SDNP/19/04321/LIS

DECISION: APPROVED

Ref: SDNP/20/00962/TCA

Proposal: T1 Horse Chestnut - crown reduce by 4m after recent storm damage

T2 Lime - crown reduce to same height as leaning heavily towards neighbouring property

Location: Studwell Lodge, South Hill, Droxford, Southampton, Hampshire, SO32 3PB

DECISION: RAISE NO OBJECTION

2. 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/19/05951/PRE

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.

Location: Land at Park Lane Droxford Southampton Hampshire SO32 3RF

Ref: SDNP/19/02489/FUL

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

Proposal: New detached dwelling with garage.

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/20/01052/FUL

Location: Proposed seasonal holiday accommodation, including two bell tents, landscaping and car parking

Proposal: Pappy's Place, Park Lane, Swanmore, Hampshire, SO32 2QQ

3. ENFORCEMENT - EXTANT

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

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.