

**Minutes of the Droxford Parish Council Meeting held at
7.30 pm Thursday 13 December 2018, Droxford Village Hall.**

PRESENT: Barbara Chandler – Vice Chair, Mark Dennington, Chris Horn, Colin Matthissen, Janet Melson - Chair, Ann Newman.
IN ATTENDANCE: Rosemary Hoile – Clerk
PUBLIC Terry Crowfoot (departed after 18.95.1). County Councillor Roger Huxstep (departed following 1895.2)

18.92 **Apologies for absence.** District Councillor Vicki Weston due to other community engagement.

18.93 **Disclosable pecuniary and non-pecuniary interest.**

Councillor Matthissen declared a non-pecuniary interest in agenda item 6.1.1. SDNP/18/05819/HOUS. Hawthorne House and undertook to have no say in the matter.

18.94 The Chair observed a full agenda and proposed switching agenda item **3. Minutes** for agenda item **4. Public Forum** to enable Terry Crowfoot and County Cllr Huxstep to speak and depart, unless they wished to stay for the meeting. Meeting closed.

18.95 **Public Forum**

18.95.1 Terry Crowfoot was present for Agenda item 9.2 with ideas to put the telephone kiosk to good use. Illustrations of solutions adopted elsewhere, provided. Terry suggested that a book-swap would provide a useful community service and that she would be willing to stock and run the kiosk to this effect. Cllr Horn suggested DVDs should be included. The Council were unanimous in their approval. The Chair thanked the Crowfoots for constantly giving of their time for the benefit of the community and Tim Crowfoot's offer to fit out the kiosk free of charge.

18.95.2 District and County Councillors' reports.

District Councillor Vicki Weston's report had been previously circulated.

County Councillor Roger Huxstep summarised his December report -

- All Hampshire restaurants and food outlets to publish allergen advice.
- New app launched by HCC called 'Connect to Support Hampshire' for residents to manage own care and support needs.
- Receipt of £12m from the Department of Trade for general highway repairs. (Excludes allocations to Portsmouth & Southampton).
- Trading Standards alert for fake and dangerous goods, e.g christmas lights which could catch fire.
- New grant stream to fund capital projects for infrastructure and equipment costing £1k- £30k.
- New grant stream to fund to fund cultural, community and recreational activities.

The Council asked Councillor Huxstep to look into a number of unresolved issues -

- Road rage on Police Station Lane. The problem is two-fold. Congestion due to parents ignoring School advice to drop children off at the Square and Police Station Lane used as a rat-rum between Fareham and Winchester. Cllr Huxstep offered a name & shame campaign by publishing photographs of cars on Facebook. Any attempt by WCC GIS services to engage with satnav providers is useless. Commercial interests override all other considerations.
- Parish Council engagement with SDNP Planning. Cllr Huxstep requested copy of all recent correspondence with the Director of Planning.
- Untidy state of HCC land opposite the Cemetery. Cllr Huxstep to take up with the County Council.
- Overgrown foliage smothering street light in Union Lane. A request to cut was acknowledged by SSE Lighting Services who advised the request was passed to SSE Power Distribution for action, but so far there has been none.
- Unofficial 'lay-by' A32 north of Meringtons Garage. The area was recently covered with topsoil ready for seeding following road re-surfacing. Deep tyre tracks left by truck and van drivers who have ignored the barriers erected by Hampshire Highways and left hazardous deposits of soil on the road. The Council would like to see bollards placed effectively to protect sight lines north of the garage.

ACTIONS

	WHEN	WHO
1. Check works at the Pavilion would qualify for a grant.	For Jan agenda	CH
2. To check if grant available for street furniture e.g large concrete bollard on A32 junction of Midlington / Swanmore Road.	Jan/ Feb agenda	Clerk

3. Forward recent DPC/SDNP Director of Planning correspondence to Cllr Huxstep. Jan Clerk
4. Forward correspondence and photographs of flytipping on land opposite the Cemetery to Cllr Huxstep. Jan Clerk
5. Forward SSE Lighting Services correspondence to Cllr Huxstep asap Clerk
6. Forward to Cllr Huxstep a) request for plan of action from HCC Highways to remove lay-by. B) photographs. asap Clerk

Clerk's note – Cllr Huxstep requested Action Nos 2-6 to be forwarded in one email.

The meeting resumed.

18.96 Minutes

18.96.1 The minutes of the Parish Council meeting held on 15 November 2018 were **APPROVED** subject to amending the date of the last meeting which had been reported incorrectly:

'Minutes of the Parish Council meeting held on 18 October 2018.'

was changed to

'Minutes of the Parish council meeting held on 20 November 2018'

18.96.2 The Chair reviewed matters arising from the minutes of the previous meeting not included in this agenda.

Minute ref: 18.74.2 Signage in the Churchyard.

The Clerk now had photographs to enable ordering with the correct fixings.

18.97 Finance, Grants & Governance

18.97.1 Receipts and expenses listed in Appendix A were **NOTED**

18.97.2 The bank reconciliation to 30 November in Appendix A was **NOTED**

18.97.3 The Council **RESOLVED** to approve payment of accounts listed in Appendix A

18.97.4 Purchase of a storage shed for the Pavilion:

The Council had received three quotations. It was **AGREED** to discuss the matter further under Agenda item 7.1a.

18.97.5 Purchase of 'bits & bobs' to repair play equipment:

The cost of £351 (check) to replace the spring mechanism on the decrepit rocker when a new one could be obtained for approximately £500 needed further consideration. The Clerk was requested to obtain a price to supply and fit from Outdoor Classrooms to replace the Spring Rocker.

ACTION	WHEN	WHO
1. Request quotation from Outdoor Classrooms to supply & fit rocker, and to undertake repairs.	Dec	Clerk

18.97.6 To consider the draft 2019/20 Budget. Cllr Matthissen presented the second draft of the budget prepared by the Finance Working Group. The objective of setting the Precept was based on reasonable assumptions of income and expenses. A minimal change to income was forecast. The increase in expenses was accounted for in higher maintenance costs for open space and fabric due to age and weather. Cllr Matthissen recommended £15K set aside for capital projects to add to an estimated balance in the reserve of £20K on 31 March 2019. Assuming no capital expenditure and following receipt of Part 1 of the Precept in April 2019/20 the reserve would rise to £27,500. Receipt of Part 2 of the Precept in September 2019 would take the capital reserve to £35K. The Council unanimously **RESOLVED** to approve the Parish total budget requirement of £32,392 for 2019/20.

18.97.7 Public Sector Bodies (Website & Mobile Applications)(No 2)Accessibility Regulations 2018.

Websites are required to be visually compliant to meet the needs of people with disabilities.

ACTION	WHEN	WHO
Contact Hugo Fox to confirm compliance.	Jan	AN

18.98 Planning:

18.98.1 New planning applications notified since the previous meeting were considered.

18.98.1.1 **Ref: SDNP/18/05819/HOUS.** Hawthorne House South Hill Droxford Southampton Hampshire SO32 3PB
Proposal: Two storey rear extension and single storey refurbishment of existing garage.

NO COMMENT

18.98.1.2 **Ref: SDNP/18/06062/HOUS** Mylor House, Swanmore Road, Droxford SO32 3PT

Proposal: Construction of a single storey pool house in rear garden of existing dwelling.

The Council noted the absence of the word 'swimming' attached to 'pool' and will request clarity. The Council had no objection on condition that the structure is approved for recreational use in perpetuity, ancillary to the house.

ACTION	WHEN	WHO
Post Council's comment on SDNP website	asap	Clerk

18.98.1.3 **Ref: SDNP/1806155/FUL** The Forge, High St, Droxford SO32 3QL
 Proposal; Change of use to allow conversion to apartments. Raise ridge height of existing building to allow addition of insulation.

NO COMMENT

18.98.2 The Planning Report in Appendix B was **NOTED**.

18.98.3 Matters arising:

a) WCC/06/01748/FUL Hill Farm Orchards: Acknowledgment had not been received prior to the meeting.

(Clerk's note -The case number and officer allocated was received post meeting. Ref: SDNP/18/00346/BLEG.)

b) Correspondence sent to SDNP Director of Planning:

No response had been received to date. The Chair will pursue the matter with the Chair of SDNP if a response has not been received by the end of December.

c) Community Infrastructure Levy (CIL) Fund.

The Clerk had circulated a summary. The Chair had spoken to SDNP Head of Development. The Parish portion of CIL funds can be used for development of sports facilities and play areas.

18.98. Recreation Ground, Cemetery and Allotments:

18.98.1 Recreation Ground:

a) Refurbishment of the Pavilion.

The Council considered the two bids received which were higher than estimated. Three bids are required to satisfy Droxford Financial Regulations 11.1(b). It was agreed that further bids should be sought, or, the Schedule of Works divided into constituent parts to enable smaller contracts to be awarded separately over a longer period of time.

b) Compliance Agreement to permit vehicular access to residents' houses adjacent to the Recreation Ground:

The Chair undertook to circulate the draft for approval.

18.98.1.2 Purchase of a storage shed. The Council had agreed to the Chair's proposal to consider agenda item 5.3 with 7.1: Three quotations were considered but a majority of councillors continued to raise objection to the full cost being met from the Precept. Improvements to the Pavilion are unable to proceed until alternative sources of finance have been found. Of the sources looked into, applications would be viewed more favourably if Droxford Cricket Club (DCC) were seen to contribute. It was agreed that further consultation with DCC would be required. The Clerk was requested to convene a meeting between DCC and Cllrs Matthissen and Horn.

ACTION	WHEN	WHO
Look into HCC funding opportunities	asap	CH
Clerk to co-ordinate meeting between the Council and DCC	Early Jan	Clerk / CH / CM
Enquire date of DCC AGM	asap	Clerk

18.98.2 Cemetery: A verbal update was given:

- The budget allowed for the Finance Working Group's recommendation to allocate £600 from running costs; other expenditure would be met from the reserve.
- £20 p/h had been quoted for earth bank works along the southern boundary.
- Ash die-back had been identified in two trees.
- Moss on the paths will no longer be treated chemically. Scraping damages surface.
- 11 moles had been caught.
- Flytipping by the lychgate continues to be a problem. WCC supplying a restrictor for the waste bin.

18.98.3 Allotments:

A quotation received for £1840.43 to cap the well was considered too expensive. The Council agreed to an alternative solution proposed by Cllr Dennington, subject to confirmation of land ownership of the well site. The neighbouring landowner had given the Clerk verbal notice of 2 weeks before the old iron gate which was used as the fence would be removed. **RESOLVED**

ACTION	WHEN	WHO
Arrange for the well to be securely covered.	URGENT asap	MD

18.99 Highways, Footpaths and Rights Of Way (ROW):

18.99.1 Traffic - Police Station Lane:

Congestion had been raised with Cllr Huxstep. The Council considers funding solutions for local traffic problems lies with Highways. See **ACTION 2** minute ref:18.95.2.

18.99.2 State of lay-by verge to the north of Meringtons Garage:

Cllr Huxstep will take the matter up with Hampshire Highways. See **ACTION 6** minute ref:18.95.2.

18.99.3 Lengthsmens' visit w/c 19 November:

Lengthsmen had cleared mud and leaves on Cut Throat Lane outside the Cemetery and Park Lane near the School.

18.99.4 Updates were received on other matters:

a) Leaf clearance: WCC ref: 2972076 to request for street cleaning.

b) Manor House field: The Environment Agency had begun works to extend the pipe outlet to the river bank.

c) Kissing gate: A quote had been obtained from a fencing contractor to install the kissing gate because Waltham Ramblers have not been trained to work in timber. The kissing gate would not qualify for a grant because the total cost is less than £500. The clerk was asked to raise a purchase order for the gate and installation.

ACTION	WHEN	WHO
Raise purchase order for a stock proof gate and installation	Jan	Clerk

18.100 Parish matters

18.100.1 Proposal to request WCC Enforcement to serve a section 215 (untidy state of land) Notice to HCC, owner of land opposite the Cemetery.

RESOLVED: to await outcome of Cllr Huxstep's enquiries. See **ACTION 4** minute ref 18.95.2

18.100.2 Refurbishment of the telephone kiosk interior.

The Council unanimously **APPROVED** acceptance of Mr and Mrs Crowfoot's generous offer to fit out a book and DVD library within the telephone kiosk.

18.100.3 Reduction of street lighting hours:

APPROVED: To request residential street lighting part-night switch-off for a trial period of 1 year from 1 April 2019.

ACTION	WHEN	WHO
Notify HCC Street Lighting Section	Jan	Clerk

18.101 Correspondence requiring the Council's response

Communities Against Noise and Speed (CANS) update to Parish Councils

The Chair had been unable to respond on behalf of the Council, to either comment and/or support objectives set out in the 'Outline plan for solution to road safety' which was submitted to Cllr Humby. There had been insufficient time for consultation before the HCC Traffic Management team meeting on 5 December.

18.102 Items for the next agenda.

Highways matters referred to Cllr Huxstep, CIL. Land opposite the Cemetery (also referred to Cllr Huxstep) CIL projects.

ACTION	WHEN	WHO
Forward CIL form to the Chair to list projects	New year	Clerk

18.103 Date of next meeting:

7.30 pm Thursday 17 January 2019 at Droxford Village Hall.

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

APPENDIX A – FINANCE STATEMENT 12 December 2018

RECEIPTS TO NE NOTED

Cash Funds raised from Bonfire night party 733.75

DD/SO and PRO-FORMA PAYMENTS TO BE NOTED

DD O2 Nov 27.82
 SO Clerk salary - Nov 479.01
Total 506.83

PAYMENTS TO BE AUTHORISED

BACS EMS South inv 1079 Nov contract 300.00
 BACS R Hoile – office expenses 34.05
 BACS Droxford Village Hall – contribution to Christmas tree 25.00
 BACS Greg Robson, tree work at the Cemetery 144.00
Total 503.05

Bank reconciliation 1 April - 30 November 2018						
BANK ACCOUNTS				£	£	£
Current Account: Unity Trust Bank A/C No.455						
Balance as per bank statement No 102 as at 30/11/18				1,648.59		
Deposit A/C: Unity Trust Bank A/C No....069						
Balance as per bank statement No 88 as at 30/11/18				44,098.12		
Cemetery A/C: Unity Trust Bank A/c No..980						
Balance as per bank statement No 38 as at 30/11/18				3,502.34	49,249.05	
Less unrepresented payments						
					CB ref	
BACS EMS South Inv 1079				- 300.00		
BACS A. New man - bonfire event expenses				- 409.93	- 709.93	
						<u>48,539.12</u>
CASH BOOK:						
Balance as per Cashbook 31/10/18						
Balance b/f 1/04/18				27,858.09		
Add Receipts 1/4/18 - 30/11/18				45,587.34		
Less Payments 1/4/18 - 30/11/18				<u>-24,906.31</u>		
						<u>48,539.12</u>
RESERVES						
Fixed and allocated reserves						
SDNP CIL					7,906.20	
Capital reserve £4846 b/f 1April + 100% of £15K set aside for capital projects 2018/19					19,846.00	
Cemetery reserve					3,500.00	
ICT Reserve					2,000.00	
Country Fair contribution to play equipment				2,250.00		
PC match funding				2,250.00		
Raise the Rec funds				802.00		
Less expenditure to date (nett cost toy fort)				- 6,098.00		
Play equipment total					- 796.00	
Raise the Rec funds - Pavilion refurb					<u>3,280.00</u>	
						<u>35,736.20</u>
Unallocated reserve						<u>3,551.83</u>
Running costs				(50% 2018/19 precept £18502.09 / 2)	<u>9,251.09</u>	<u>48,539.12</u>

APPENDIX B – PLANNING REPORT – December. *Updated for December minutes.

1. APPLICATIONS DETERMINED

Ref: SDNP/18/05534/TCA*

Location: Grove Cottage, South Hill, Droxford

Proposal: 6 Copper beech trees, fell.

Decision: **RAISE NO OBJECTION**

Ref: SDNP/18/03217/FUL

Location: Four Acres Midlington Road Droxford Southampton SO32 3PD.

Proposal: Change of use of land to a mixed residential and caravan site for single family occupation, which includes the siting of 5 mobile home units (Retrospective)

Decision: **APPROVED**

2. DECISION PENDING

Ref: SDNP/18/03908/HOUS

Location: 2 Whitelands Midlington Road Droxford Southampton Hampshire SO32 3PD

Proposal: Proposed front dormers.

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

3. APPLICATIONS IN PROGRESS

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/18/05524/HOUS

Location: Hill Crest Swanmore Road Droxford SO32 3PT

Proposal: Proposed 2 storey side extension and single storey rear extension.

Ref: SDNP/18/05216/PRE

Location: Land north of South Hill Droxford

Proposal: Construction of 7 new dwellings plus associated landscaping.

4 **ENFORCEMENT** (last update Nov 18) - **CLOSED**

Ref: SDNP/17/00823/COU Swanmore Motor Cross Centre, Hacketts Lane Droxford

Alleged unauthorised use of motorcross site in excess of 14 days **Reason: CEASED**

Ref: SDNP/16/00367/COU Land at Droxford Lane Hampshire SO32

Alleged residential mobile homes x 2. **Reason: NO FURTHER ACTION**

Ref: SDNP/18/00145/BRECON Spindleberry, Park Lane, Swanmore Hampshire

Alleged that stables are in use although Planning Permission 12/00691/SFUL Condition 4* has not been discharged.

Reason: NON-EXPEDIENT

ENFORCEMENT (last update Nov 18) - **EXTANT**

Ref: SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD

Alleged unauthorised use of mobile homes for residential purposes.

Ref: SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, Swanmore SO32 2QW

Alleged residential mobile homes.

Ref: SDNP/18/00429/COU Swanmore Barn Farm Park Lane, Swanmore SO32 2QQ

Stables within barn, unauthorised COU from agricultural to equestrian.