

## DROXFORD PARISH COUNCIL

Minutes of the Annual General Meeting of Droxford Parish Council followed by usual business held at 7.30pm on Thursday 17 May 2018 at the Village Hall, the Square, Droxford.

**PRESENT:** Barbara, Chandler, Mark Dennington, Janet Melson.  
**IN ATTENDANCE:** Rosemary Hoile – Clerk, County Councillor Huxstep (from 8.30pm)  
**PUBLIC** None

### 18.1 Election of the Chair and Vice Chair

Councillor Dennington proposed Barbara Chandler to be elected as Chair for 2018/19. Councillor Melson seconded the resolution.

**RESOLVED** unanimously: To appoint Barbara Chandler as Chair of the Parish Council for 2018/19.

Councillor Chandler proposed Janet Melson to be elected as Vice Chair for 2018/19. Councillor Dennington seconded the resolution.

**RESOLVED** unanimously: To appoint Janet Melson as Vice- Chair of the Parish Council for 2018/19.

The Clerk received signed Declarations of Acceptance of Office from the Chair and the Vice Chair, and from Councillor Dennington.

The Council **NOTED** acceptance of the Code of Conduct.

### 18.2 Record of Members present

The following members elected to Droxford Parish Council on 3 May 2018 were recorded as present:

Barbara Chandler, Mark Dennington, Janet Melson

### 18.3 Apologies for Absence

Apologies had been received from the following members elected to Droxford Parish Council on 3 May 2018. Declarations of Acceptance of Office and Register of Interest forms will be signed at the June meeting.

Chris Horn, Colin Matthissen, Ann Newman.

### 18.4 Disclosure of Interest on agenda items

None

### 18.5 Approval of Minutes

**RESOLVED:** To approve the minutes of the Parish Council meeting held on 19 April 2018 as a true and accurate record.

### 18.6 Members' functions and responsibilities.

#### 18.6.1 **RESOLVED:** To appoint Working Groups (WG):

Finance (FWG): Barbara Chandler, Chris Horn, Colin Matthissen, and Janet Melson.

Planning (PWG): Mark Dennington, Chris Horn.

Capital Projects (CPWG): Members of the Council.

Roads, Transport & Highways: (RTHWG): Janet Melson

Cemetery & Allotments (CAWG): Barbara Chandler and co-opted resident.

Footpaths & ROW (FPWG): Barbara Chandler and co-opted resident.

Hampshire Lengthsmen, Grounds & Parish Assets Maintenance: Mark Dennington

Affordable Housing (AHWG): Ann Newman

Recreation, Sports and Play (RSPWG): Barbara Chandler, Janet Melson, Ann Newman.

#### 18.6.2 **RESOLVED:** To co-opt residents to aid or advise the Council concerning the Cemetery & Allotments, Footpaths and Rights of Way and a Tree Warden.

### 18.7 Representative(s) to outside bodies: Not required.

## 18.8 Procedural & Constitutional Matters:

- 18.8.1 The Council unanimously **RESOLVED** To retain the following policies reviewed by the Parish Council at previous meetings.  
Financial Risk Assessment (2017), Code of Conduct (2013), Equality and Diversity Policy (2014), Child Safeguarding Policy (2016), Complaints Policy (2018), Financial Regulations (2017), Reserves Policy (2018)  
The Clerk will advise the Council if and when notified of statutory updates.
- 18.8.2 The Council unanimously **RESOLVED** to update or review the List of Assets at the June and July meetings.  
The General Data Protection Regulations (GDPR) Policy and associated documents will be replaced after the General Data Protection Regulations Bill is enacted.

## 18.9 Calendar dates of Parish Council meetings 2017/18.

The Council unanimously **RESOLVED** to approve the following dates:

**2018:** 21 June / 19 July/ 20 September / 15 October / 15 November / 13 December.

**2019:** 17 January / 21 February / 21 March / 18 April (Annual Parish Assembly preceded by short parish council meeting), 16 May (Annual Meeting of the Parish Council followed by routine business)

ACTION	WHEN	WHO
Update website	Asap	Clerk/BC
Inform the Bridge editor		

The annual meeting of the Parish Council closed at 8.00pm, followed by-

## USUAL BUSINESS

18.10 **Apologies for absence** had been received from Chris Horn, Colin Matthissen, and Ann Newman. District Councillor Pearson was at the Mayor making Ceremony as the new Mayor of Winchester.

18.11 **To receive declarations of disclosable pecuniary and non-pecuniary interest.** None.

## 18.12 Minutes

Minutes of the Parish Council Meeting 19 April 2018 were signed by Barbara Chandler **APPROVED**

Notes taken at the Annual Parish Assembly on 20 April. **DEFERRED**

18.13 No members of the public were present.

### **District Councillor's Report:**

Councillor Vicki Weston's report is appended. Linda Gemmell was re-elected as a Winchester District Councillor for the Central Meon Valley Ward.

### **County Councillors Report:**

Councillor Huxstep arrived at 8.30. His report is appended.

## 18.14 Finance, Grants & Governance

18.14.1 The Council **NOTED** payment s received listed in Appendix A

The Council **RESOLVED** to approve payments listed in Appendix A

18.14.2 Annual Governance & Accountability Return 2017/18

The Council unanimously **RESOLVED** to approve, as true and correct statements:

a) The bank reconciliation 1 April 2017- 31 March 2018.

b) The audited Statement of Receipts & Payments for the financial year ending 31 March 2018.

c) Section 1: The Council **APPROVED** the Chair to sign the Annual Governance Statement 2017/18 on behalf of the Parish Council.

d) Section 2: The Council **APPROVED** the Chair to sign the Accounting Statements 2017/18 on behalf of the Parish Council.

ACTION	WHEN	WHO
Sign and insert minute reference in sections 1 & 2 and submit to PKF Littlejohn LLP with bank reconciliation, list	Submission deadline 2 July	Clerk

of year on year variances greater than 15%, notification of commencement date of the period for the exercise of public rights and the completed annual internal audit report 2017/18

18.14.3 Matter arising: Open Space Funding:

SDNP had advised the Clerk that the application for release of S106 open space funding for approximately £5363 due from Clematis Cottage had not been received from WCC. Moreover, the Clerk was concerned that £2305.10 due for Cross Lanes Farm, Park Lane, Swanmore had not been allocated to Droxford. A previous enquiry to WCC had met with no response.

ACTION	WHEN	WHO
Clerk forward details to Cllr Dennington to contact SDNP	Asap	MD

18.15 **Planning:**

18.15.1 New planning applications:

a) **Ref:** SDNP/18/02202/HOUS. **Location:** Highbank, Midlington Road, Droxford SO32 3PD

**Proposal:** Loft conversion with 2 hip to gable walls, 3 rear dormers and 2 velux windows.

The Council were concerned that lighting from velux windows on the elevated position would expose residents across the valley to intrusive lighting in contravention of the Dark Skies policy. The Council will **OBJECT** if this is the case after looking at the plans again.

b) **Ref:** SDNP/18/01788/HOUS. Granary End, Mill Lane, Droxford SO32 3QS

**Proposal:** Car port extension to existing garage.

The application was discussed at the April meeting. A response was not agreed due to insufficient time to consider the proposal. Following a post-meeting visit to the location concern was raised at the overbearing size of the finished garage relative to the Granary in a conservation area.

It was **RESOLVED** to ratify planning councillors' comment submitted to meet SDNP comment due by date, that the Council did not object in principle on condition that the scale of the extension is proportionate to the adjacent Granary and that rules governing outbuildings in national parks and designated areas are applied.

18.15.2 The Council **NOTED** the Planning Report - Appendix B

18.15.3 The Council **NOTED** submission of the SDNP Local Plan to the Secretary of State.

18.16 **Recreation Ground, Cemetery and Allotments:**

18.16.1 Play equipment:

'Raise4theRec' volunteers had given Outdoor Classrooms a brief and a budget to create a new play facility to update the Play Area. A quotation to rebuild the slide area to create 2 timber forts had been received which was £500 under budget. Outdoor Classrooms have been requested to add to the concept and produce a sketch.

ACTION	WHEN	WHO
Obtain final quotation and concept sketch	By end of June	BC & VH

18.16.2 WCC Annual Play Inspection report: Cllr Dennington undertook to oversee repairs.

ACTION	WHEN	WHO
Order replacement shackles, bark chippings as required.	asap	Clerk
Oversee repairs to footings, shackles, tighten bolts, top up bark.		MD

18.16.3 Works to Cess Pit: Jetting Services had completed emergency repairs to cut away roots to restore flow to the cesspit, replace manhole frame and cover and install a new gully. Cllr Dennington will look into the contractor's recommendation and quotation for £2985 to re-seal pipework between 3 manholes damaged by root ingress.

Proposed refurbishment of the Pavilion: Cllr Dennington is drawing up the schedule of works.

ACTION	WHEN	WHO
1. Asses efficacy of restored flow and consider recommendations, including removal of tree in close proximity to the cess pit.	May /June	MD
2. Complete schedule of works for Pavilion.		MD

**18.17 Lengthsmen – Highways and Footpaths**

18.17.1 **RESOLVED** to approve continued participation in the Hampshire Lengthsmen Scheme. The contractor for 2018/19 is Idverde.

18.17.2 The Council **NOTED** the list of tasks drawn up by the Clerk in the Lengthsmen work schedule for w/c 14 May.

**18.18 Parish Matters**

18.18.1 'Pimp Our Pavilion' (POP): The Council hope to discuss a way forward to enable future events to be planned.

ACTION	WHEN	WHO
Contact members to arrange a meeting.	asap	BC/AN

18.18.2 Agreement between Droxford Parish Council and Friends of Droxford Church for contractors to pass and re-pass over parish owned land for a period of 6 months:

The Council, noting the undertaking to repair or re-instate any damage caused had no objection in principle, but agreed the document should be re-drafted to include signatories' roles or position in the respective organisations.

ACTION	WHEN	WHO
Request FODC to draft new document.	asap	Clerk

18.19 Correspondence received which is not included elsewhere on the agenda. None

18.20 **Items for the next agenda:** Parish fees. Asset register, GDPR Policy.

18.21 **Date of next meeting:** 7.30 pm Thursday 21 June at Droxford Village Hall.

The meeting closed at 9.20pm

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

**APPENDIX A - FINANCE STATEMENT 16 May 2018**

**INCOME RECEIVED:**

Sam's Mobile Catering (Feb/March)	88.00
Allotment rent	12.00

**PAYMENTS**

DDs, SOs & payments to be noted (21 April – 16 May)

DD	O2 mobile phone	26.32
SO	Salaries	479.01
<u>To be authorized at the meeting</u>		
EV8	BACS EMS South Inv 752 - April contract	300.00
EV9	BACS Fair Account	70.00
EV10	BACS ISS Facility Services Ltd	720.00
EV11	BACS R Hoile - May office expenses	40.99

**BANK RECONCILIATION 1 - 30 April 2018**

	£	£	£
Current Account: Unity Trust Bank A/C No. ....455			
Balance as per bank statement No 9 as at 30/04/18		1,899.03	
Deposit A/C: Unity Trust Bank A/C No....069			
Balance as per bank statement No 82 as at 30/04/18		37,605.19	
Cemetery A/C: Unity Trust Bank A/c No...980			
Balance as per bank statement No 32		2,715.62	
<u>Less unpresented payments</u>			
EV59 EMSInv 668	-300.00		
EV64 Direct Jetting Services	-300.00		
EV65 EMSInv 708	-300.00		
300205 HCC Inv 3610991050 1/10/17 - 31/3/18	-414.65		
300206 WCC - dog bins	- 35.00		
300204 M. Stevens bus shelter clean, Nov - Mar y/e17/18 -	64.00	- 1,413.65	
<u>Add unlodged receipts</u>			
59 Appel/Proctor/Martin/Vear	66.26	66.26	<b>40,872.45</b>

**CASH BOOK:**

Balance as per Cashbook 30/04/18			
Balance b/f 1/04/18	27,858.09		
Add Receipts 1/4/18 - 30/4/18	15,379.09		
Less Payments 1/4/18 - 30/4/18	- 2,364.73		<b>40,872.45</b>

**RESERVES 30 April 2018**

Fixed and allocated reserves			
Capital reserve			
£4846 b/f 1April + 50% of £15K set aside for capital projects 2018/19	12,346.00		
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		
Play equipment total		5,302.00	
Raise the Rec funds - Pavilion		<u>3,280.00</u>	
		26,428.00	
Unallocated reserve		5,193.36	
Running costs 50% 2018/19 precept £18502.09 / 2		<u>9,251.09</u>	<b>40,872.45</b>

**APPENDIX B – PLANNING REPORT 16 May 2018**

**1. APPLICATIONS IN PROGRESS**

Reference: SDNP/18/01788/HOUS  
Proposal: Carport extension to existing garage

Address: Granary End, Mill Lane, Droxford SO32 3QA

Reference: SDNP/18/00525/FUL

Proposal: Proposed change of use, refurbishment and conversion of existing shop (Use Class A1) into a single dwelling house (Use Class C3)

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

## 2. DECISIONS

Reference: SDNP/18/01792/DCOND

Proposal: Discharge on Condition 3 on planning consent SDNP/17/01630/FUL  
Convert existing building to residential and 2 storey extension to the rear (Amended description)

Address: Droxford Antiques, High St, Droxford,

DECISION APPROVED

Reference: SDNP/18/01336/FUL

Location: 4 The Park Droxford Southampton SO32 3QQ

Proposal: Single storey rear extension

Decision: APPROVED

Reference: SDNP/17/05396/FUL

Proposal: Creation of new vehicular access to highway

Address: Corhampton Golf Club Shepherds Farm Lane Corhampton SO32 3GZ

Decision: APPROVED

## 3 ENFORCEMENT 24/4/18 Open

Ref: SDNP/17/00823/COU Swanmore Motor Cross Centre, Hacketts Lane Droxford  
Alleged unauthorised use of motorcross site in excess of 14 days

Ref: SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD  
Alleged unauthorised use of mobile homes for residential purposes.

Ref: SDNP/17/00674/ADVERT The White Horse Inn, South Hill, Droxford, SO32 3PB  
Alleged unauthorised changes to signage without LBC

Ref: SDNP/16/00367/COU Land at Droxford Lane Hampshire SO32  
Alleged residential mobile homes x 2

Ref: SDNP/17/00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, Swanmore SO32 2QW  
Alleged residential mobile homes.

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.

### Case closed 6 March 2018

Ref: SDNP/15/00408/COU. Swanmore Barn Farm, Park Lane, Swanmore, Southampton SO32 2QQ  
Alleged change of use of agricultural barn to stables.

## APPENDIX C

### Hampshire County Council Divisional Report for Droxford Parish Council

Council News

With the local elections the county council has been in purdah so there have been no major policy decisions to report. Operation of the council has been continuing; for example, the 'dragon masters' have been intensifying their efforts to catch up with pothole repairs given the extra £10 million pounds worth of damage caused recently by the 'beast from the east'. Later this year there will be a survey carried out in conjunction with 'Project Integra' to see how best to reduce the amount of rubbish that is thrown away in the county.

At the recent annual meeting of the Conservative group on the council, Cllr Roy Perry was re-elected as leader of the county council. At tomorrow's HCC AGM, Cllr Elaine Still will be elected chairman of the council and Cllr Charles Choudhary, her deputy.

Are You a Parent or Carer for a Child with Disabilities?

Hampshire County Council is proposing to change its short break activity programme and is seeking the views of users. The closing date is 3rd June for the consultation to be found on the HCC website.

Cllr Roger Huxstep

Member for Meon Valley Division

17<sup>th</sup> May 2018

## APPENDIX D

### Winchester District Councillors' Report – May 2018

#### Winchester City Council Election Results - 3 May 2018

The political make up of the Council after the election is:

Conservative: 23, Liberal Democrats: 22 , Turnout: 44.19% , Total votes cast: 37,541 , Electorate: 84,955.

Your councillor Linda Gemmell was elected back in. Elections will be held again next year 2019 and 2020 when Cllr Vicki Weston and Cllr Frank Pearson will be up for election, respectively. For more information on the election results visit <http://www.winchester.gov.uk/elections/elections-results-may-2018>

#### Winchester Family Cycle Ride with the South Downs National Park team

The City Council's sixth Winchester Criterium and CycleFest will kick off proceedings on Sunday 10 June with the ever-popular

family ride, in partnership with the South Downs National Park.

This year, the theme of the family ride will be 'Share the Space' with activities focussing on the South Down National Park's countryside as well as promoting local commitment to active travel.

Abbey Gardens will be hub of the event and is also the starting point for the family ride. Participants will set off on the Criterium route at 9.45am before the main races begin at 11.00am.

#### LEADER funding available to support rural enterprise

Rural businesses are encouraged to apply for grant funding from the Fieldfare LEADER Local Action Group (LAG) to support projects that will create jobs and boost the local economy. Farmers, foresters, growers, rural businesses and rural communities have until the end of August 2018 to bid for a share of a £1.6million fund across the East Hampshire, Eastleigh & Winchester areas.

The Fieldfare LEADER programme is delivered in partnership with Winchester City Council, Eastleigh Borough Council, East Hampshire District Council and the South Downs National Park Authority. Further details about Fieldfare LEADER can be found at [www.Fieldfareleader.org.uk](http://www.Fieldfareleader.org.uk)

#### Eighteen71 Café receives silver accreditation for excellent accessibility

The Eighteen71 Café has been awarded silver accreditation from– Winchester Area Access for All (WAAFA) which is a scheme assessing accessibility in Winchester area. WAAFA is dedicated to improving general access and wheelchair access conditions for people with physical or sensory impairments in the Winchester area.

#### Council asks public to be 'dragons'

A new business innovation fund is being launched by Winchester City Council this week, giving members of the public the opportunity to vote on which innovative business ideas the council should fund.

The fund is aimed at small businesses located within the Winchester District. It will focus on innovation and the creation of new business ideas, services and projects – and the awards will be in the region of £1,500 per business.

Businesses have until 30 June 2018 to apply by completing an online application form and providing their business plan and cash flow forecasts. They will then produce a three minute online pitch to market their innovative idea to the public. Winchester City Council residents and businesses will vote over the summer for the ideas they would like to fund, with the final decisions being made in autumn.

## GDPR

On 25 May, the EU General Data Protection Regulation (GDPR) will replace current data protection legislation across Europe. In the UK, there will also be a new Data Protection Act which will cover some data protection matters that are not included in the GDPR.

The new laws modernise data protection and privacy law by giving new and improved rights to people and placing more obligations on organisations who hold your personal data. The emphasis is on privacy, accountability and transparency. This means that we have to tell you more about how and why we use your personal data, who we share it with and how long we keep it for. We also have to give you more information about your rights and what you can do if you are not happy with the way in which we hold your personal data.

Most of the time, Winchester City Council will only collect and hold information about you so that we can carry out a statutory function (such as collecting Council Tax), provide a service to you (such as emptying your bin) or to fulfil a contract or agreement with you (for example where you are a tenant of Winchester City Council). Sometimes, we will have to ask for your consent to use your information however, where we do need your consent, we will always explain why and will give you easy ways in which you can withdraw your consent.

We will always ensure that we keep your personal data safe and that we do not share it with other people or organisations without your explicit consent unless the law requires or allows us to do so. We do not sell your personal information to other organisations (with the exception of the Electoral Register which the law requires us to make available for sale).

If you have any queries about how we handle your personal data, or on the rare occasion that we don't get things right, you can contact the Council's Data Protection Officer who will work with you to try to resolve any problems. You can contact our DPO in writing or by email: [legalwork@winchester.gov.uk](mailto:legalwork@winchester.gov.uk) We will be updating the data protection and privacy pages on our web-site over the coming weeks.

## Winchester District Gypsy, Traveller and Travelling Showpersons Development Plan Document 'Traveller DPD'. Submission under Regulation 22 of the Town & Country Planning (Local Planning) (England) Regulations 2012

I am writing to inform you that Winchester City Council submitted the Winchester District Traveller Development Plan Document to the Secretary of State on the 9 May 2018. A statement of the availability of the Traveller DPD and its key supporting documents is attached.

The Submission Traveller DPD is not published for consultation and its content is unchanged from the Publication (Pre-Submission) Plan which was subject to consultation in January/February 2018, although the Council has prepared a schedule of suggested modifications. The DPD will now be considered alongside the comments made on the Pre-Submission version by an independent Planning Inspector through the Examination process. Information on the Examination hearing dates and location will be posted on the Council's website when available.

The Inspector will decide which matters he/she wishes to examine and who will be invited to appear at the Examination hearings. A Programme Officer has been appointed to assist the Inspector and will contact those invited to participate in the hearing sessions of the Examination. However, anyone can attend and observe the hearing sessions. Any communication from or with the Planning Inspector and regarding the hearing sessions will be dealt with by the independent Programme Officer.

To view the Submission documents and for further information, please visit our website:

<http://www.winchester.gov.uk/planning-policy/traveller-dpd/gypsy-and-traveller-dpd-examination>

## 4G Coverage in Rural Areas

More than 50 MPs have called on the government to do more to improve 4G coverage in rural areas.

Some 56 MPs have signed a joint letter to digital secretary Matthew Hancock asking him to challenge the current speed and ambition of 4G coverage roll out.

They are calling for a legally binding obligation for all four major operators to ensure mobile coverage across 95% of UK geographic landmass by the end of 2022.

See also: Rural businesses call to improve rural 4G coverage

The government estimated that achieving this ambition would add £75 billion to UK GDP.

The letter has been signed by 56 MPs from parties including the Conservative Party, Labour, Liberal Democrats, the Scottish National Party and Plaid Cymru.

It has been co-ordinated by the All Party Parliamentary Group for Rural Business, which is chaired by Julian Sturdy, MP for the York Outer constituency.

'Not good enough'

While people inside 90% of UK premises can make telephone calls on all four mobile networks, this falls to 57% in rural areas, according to a recent Ofcom Connected Nations report.

Mr Sturdy said: "This is just not good enough and progress in connecting the countryside has been painfully slow.

"We are asking the Secretary of State to step in and work with Ofcom to ensure that the mobile operators speed up delivery of 4G to rural areas."

The move follows a Country Land and Business Association report that mobile operators have been failing to submit applications for new masts in rural areas with the worst 4G coverage.

CLA deputy president Mark Bridgeman said people living and working in the countryside had been disadvantaged by poor signal and mobile 'not-spots' for too long.

'Abandoned'

"It is clear that the mobile operators will only make the investment needed to connect the countryside if they are forced to do so," he added.

"While many rural communities seem to have been abandoned by the mobile operators, these 50 MPs are making sure the rural voice is heard.

The MPs' joint letter calls on the government to ensure that Ofcom works towards the delivery of universal quality mobile coverage.

It also calls for a significant change in transparency rules that enable mobile operators to refuse to tell communities where and when they plan to roll out coverage.

The full letter can be read at <http://cla.org.uk/sites/default/files/Rural%20Mobile%20Coverage%20-%20Joint%20MP%20Letter.pdf>

Taken from the Rural Services Network.

Your Winchester City Councillors

Linda Gemmell e-mail: [lgemmell@winchester.gov.uk](mailto:lgemmell@winchester.gov.uk)

Frank R. Pearson e-mail: [fpearson@winchester.gov.uk](mailto:fpearson@winchester.gov.uk)

Vicki Weston e-mail: [vweston@winchester.gov.uk](mailto:vweston@winchester.gov.uk)

Report from Vicki Weston 17 May 2018