

Minutes of Droxford Parish Council Meeting
7.30 pm Thursday 15 November 2018, Droxford Village Hall.

PRESENT: Mark Dennington, Colin Matthissen, Janet Melson, Ann Newman.
IN ATTENDANCE: District Councillor Vicki Weston - departed after 18.82.2
Rosemary Hoile – Clerk
PUBLIC None

18.79 Apologies for absence. Barbara Chandler, County Councillor Roger Huxstep. The emailed apology received from Chris Horn had not appeared in the Clerk's 'In box' prior to the meeting. Cllr Weston had advised late arrival.

18.80 Disclosable pecuniary and non-pecuniary interest.
There were no declarations of disclosable pecuniary and non-pecuniary interest.

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

18.81.1 The Council **APPROVED** the minutes as a true and accurate record after the Clerk had struck through -
Minute ref: 18.78 'Date of Next meeting

'Cllr Matthissen gave notice of apologies of absence'. The Clerk misunderstood to which meeting the apology referred. The apology referred to the previously arranged Finance Working Group meeting (subsequently re-arranged for 19 November).

18.81.2 The Chair reviewed matters arising in the previous (October) minutes not included in the agenda.

Minute ref: 18.71.4 a) Hill Farm.

The Clerk has yet to pursue looking into s106 condition attached to the planning application.

Minute ref: 18.73 FP12 Kissing gate

Waltham Ramblers to advise charge to install timber kissing gate. (*Post meeting note – there would be no charge but Waltham Ramblers have not been trained to install timber gates. Timber installations are more complicated than metal gates which arrive in kit form.*)

Minute ref: 18.74.2 Signage in the Churchyard

The Chairman of the PCC approved the same format proposed for the Parish Green, on condition that signs are affixed to the exterior facing of a post, pole or gate.

Minute Ref: 18.75.2 Winchester Passenger Transport Forum 22 November 2018.

The Vice Chair would not be able to attend due to unforeseen circumstances.

18.82 Public Forum

18.82.1 Members of the public were not present.

18.82.2 District Cllr Weston's report had not arrived in time to circulate prior to the meeting. She advised contacting the Leaf Clearance Hit Squad at WCC because Droxford is not on the indicative leafing plan. HCC clear out gullies on a rolling programme but can be contacted to clear out individual gullies. Cllr Weston advised procedures the Council should follow to ensure contentious planning applications are thoroughly scrutinised by SDNP. Frustration was expressed that parish councils' contribution of local knowledge continues to be ignored and defeats ability to function adequately on behalf of the community. The Council agreed there is a lack of democratic accountability at SDNP; a recent opportunity to regularise an application had been thrown away. In addition a precedent has been set in the course of officers failing to take the WCC Local Plan evidence base into account. Cllr Weston undertook to write to the SDNP Director of Planning; it may be advisable for the Council to take the matter up with George Hollingbery MP.

18.83 Finance, Grants & Governance

18.83.1 Receipts and expenses:

a) **NOTED**: transacted between meetings - Appendix A.

b) **NOTED**: receipt of SDNP CIL monies: £7906.20 from developments at Meringtons Store and Droxford Antiques.

18.83.2 Bank reconciliation to 31 October 2018: **APPROVED**

Cllr Matthissen requested the Clerk to correct the Statement of Reserves - Appendix A refers.

18.83.3 Payment of accounts listed in Appendix A. Cllr Newman's expenses required amendment: **APPROVED**

18.83.4 Increase from £0.12594 per kWh to £0.151 for energy to Droxford street lights from 1 October 2018: **NOTED**

18.83.5 The Council **RESOLVED** to approve Droxford Parish Council Data Protection Policy.

- 18.84 Planning.**
- 18.84.1 New planning applications.**
- 18.84.1.1 Reference: SDNP/18/05534/TCA.** Grove Cottage, South Hill, Droxford, Southampton, Hampshire, SO32 3PB
 Proposal: 6 x small Copper Beech trees on driveway edge at the edge of retaining shrub bed. Fell all 6 trees to ground level to avoid them becoming unstable due to the ground condition and allow shrubs and hedge to grow evenly.
THE COUNCIL MADE NO COMMENT.
- 18.84.1.2 Reference: SDNP/18/05518/HOUS** The Old Bakery, High St, Droxford SO32 3PA
 Proposal: Proposed detached double garage with workshop / store.
NO OBJECTION. The Council noted that this application is large enough to be viable as a separate dwelling and will request that, should the application be approved, a Section 106 condition be attached to ensure that it is tied to, and cannot be split from, the Old Bakery, the property to which it is ancillary. The proposal is visible from an adjacent Grade 2 property, the roofline impacts the landscape. Due regard is requested in considering the proposal.
- 18.84.1.3 Ref: SDNP/18/05524/HOUS** Hill Crest Swanmore Road Droxford SO32 3PT
 Proposal: Proposed 2 storey side extension and single storey rear extension.
NO OBJECTION. The Council noted the proposal extends close to the boundary and request due regard be given to distance from the boundary fence.
- 18.84.1.4 Ref: SDNP/18/04956/PRE** Studwell Lodge South Hill Droxford Southampton Hampshire SO32 3PB
 Proposal: Change of use from dwelling to hotel.
 The pre-application was **NOTED**
- 18.84.2** The Planning Report - Appendix B was **NOTED**
 Cllr Dennington had written to the Director of Planning at SDNPA to express the Council's extreme dissatisfaction at the incompetence of and lack of timely engagement with the Council by SDNPA. It was **AGREED** to allow a 14 day response period for Tim Slaney to comment.
- | ACTION | WHEN | WHO |
|---|--------------|-------------|
| 1. Diarise 14 day response period | Post meeting | Clerk |
| 2 Elevate to Margaret Paren Chair of SDNP and George Hollingbery MP if no response has been received. | 5 Dec | MD/JM/Clerk |
- 18.84.3** Consultation: SDNP review of 'Local List of Requirements for Planning Applications'.
NO COMMENT
- 18.84.4** SDNP CIL call for projects for 2018/19 round of receipts from 1 April 2019.
 The Council **AGREED** to defer until January. The Clerk undertook to include the item on the January agenda.
- | ACTION | WHEN | WHO |
|---|----------------|-----------|
| 1. Forward CIL guidance to all councillors | Nov | Clerk |
| 2. Confirm whether CIL fund available pre-start or post start projects. | Nov | Clerk |
| 3. List projects for inclusion | For Jan agenda | All/Clerk |
- 18.85 Recreation Ground, Cemetery and Allotments.**
- 18.85.1 Recreation Ground:**
- 18.85.1.1** Cricket sports equipment & grass cutting machinery storage facility:
 Cllr Dennington and Horn had concluded that secure but appropriate storage would not be cheap. A number of inexpensive solutions had been considered but rejected due to location in a sensitive rural setting, or not meeting plant and sports equipment storage needs. A quote for a bespoke solution to match the new play fort has been requested for consideration at the next parish council meeting.
- 18.85.1.2 Pavilion Refurbishment:**
 Until a unit is in place to store cricket paraphernalia currently in the pavilion, the repair and refurbishment programme is on hold.
- 18.85.1.3** Right of vehicular access to houses adjacent to the Recreation Ground:

A request from a resident was considered to gain access for contractors' vehicles. The Council weighed residents' needs against the cost of maintaining grass adequately and safely to play cricket matches. Access would entail traversing the outer cricket field. The Council **AGREED** a compliance agreement would mitigate the cost to repair a badly damaged surface, ensure adequate public liability insurance was in place and restrict vehicle movements to between the hours of school drop offs and collections. A deposit of £200 was proposed. The Chair undertook to draft a compliance agreement which would be signed by residents who request the barrier raised for contractor's vehicles to gain entry.

ACTION	WHEN	WHO
1. Draft compliance agreement to consider at December mtg.	Nov/Dec	JM
2. Write to resident, request sight of insurance cover, advise barrier opening times and request £200 to be held on deposit.	Post meeting	Clerk

18.85.2 Cemetery:

18.82.2.1 The Vice Chair and the Clerk had met with the occasional groundsman to inspect fallen branches and a multi-stem trunk located on the north boundary felled by recent storms. Debris which had fallen onto adjoining farm land had been returned to within the cemetery. Greg Robson (occasional groundsman) was in the process of chopping logs and burning remaining brushwood on unused farmland with the permission of the farmer. The Council approved the extra cost of £140 included within G. Robson's invoice for £380 App. A.

18.82.2.2 The Clerk reported a large ash tree limb which had collapsed across some graves from WCC land. The limb had been cut up and removed by G. Robson. Cost of £60 included in invoice as above.

18.85.3 Allotments:

The Clerk had been advised that the well, the existence of which she had previously been unaware, was not securely covered. The Clerk said the well could not be seen but was thought to be under a thicket. Further investigation was required to establish risk.

ACTION	WHEN	BY WHO
Confirm location with adjacent landowner/ quotation to cap	asap	Clerk

18.86 Highways Footpaths & Rights of Way

18.86.1 Matters arising – Correspondence concerning road rage on Police Station Lane:

The Chair had discussed the matter with the Head Teacher of Droxford Junior School; she will also raise it with Montessori and/ or the Scout Group. The School is to circulate a letter to parents regarding drop offs, collections and parking in general to help ease congestion around Park Lane, Union Lane and Police Station Lane. But for receiving the County Councillors apology for absence, the Chair would have raised the matter with the County Council in the Public Forum at this meeting. The Chair undertook to contact the Geographic Information Systems (GIS) department at WCC to enquire what action, if any, is being taken to advise unsuitable routes for HGVs to satnav system operators.

ACTION	WHEN	WHO
1. Discuss with Montessori School / the Leader of the Scout Group.	Nov	JM
2. Write to GIS WCC.	Nov	JM
3. Raise engagement with Hampshire Highways re: options to delineate road for pedestrian use and vehicles with Roger Huxstep.	Nov	JM

18.86.2 HCC Lengthsmen visit w/c 19 November

A list of tasks had previously been circulated. The Chair added a section of the Wayfarer's Walk in the Churchyard to the list.

ACTION	WHEN	WHO
Send amended list to Cluster lead at Shedfield PC	15 Nov	Clerk

18.87 Parish Matters

18.87.1 Droxford Fireworks & Bonfire Night:

Cllr Newman reported attendance was disappointing due to wet and windy weather. Sales of glow sticks, sparklers, food and drink raised £733-75. The Clerk reported overheads currently accounted for amount to £1195-37 net of VAT, a loss of £441-62. The Chair thanked the firework display team for a fine performance and Tim Dumbrell who built and managed the bonfire pre and post event; to Cllr Newman and her family for the immensely hard work over the week-end. Appreciation was expressed to the Village Hall Committee for the gazebos, and to Michael Chandler for erecting them, to parish councillors and families for manning stalls and to Droxford Cricket Club's donation of a barrel of beer and running the bar. The Council noted that few residents had volunteered. The Chair expressed an opinion that if an event was proposed in future, it would be preferable for it to be organised and manned by a residents' committee, in a similar manner to the Droxford Country Fair with Parish Council support and assistance where appropriate.

18.87.2 Matters arising: Emergency Plan.

The Chair reported that the Village Hall committee would be supportive of a plan that would utilise the facilities of the Hall. It was established that the Hall does not have a generator and this would be taken into account. The Chair undertook to work on the Plan which will be presented as a draft for Parish Council approval in due course

18.87.3 Droxford Litter Pick 27 October 2018.

The Chair reported 16 volunteers turned up, double the number for the previous litter pick. She and the Clerk ferried sacks to Bishops Waltham Refuse & Recycling Centre because WCC were unable to advise an earlier date for the sacks to be collected from outside the Village Hall.

18.88 Meetings & Training

18.88.1 Hampshire Parishes Workshop, The Meon Hall 19 November.

No councillors are able to attend.

18.88.2 Budget 2019/20.

The Finance Working Group will meet to draft the budget at 6.00pm Monday 19 November.

18.89 Correspondence

HCC land opposite the Cemetery.

The Chair met with the neighbour to discuss the neglected state of the piece of land. She will raise the matter with Roger Huxstep in time for the next meeting noting that the County Council should set an example of good land management.

ACTION	WHEN	WHO
1. Write to Roger Huxstep	Nov/Dec	JM

18.90 Items for the next agenda

Reduction in Street Lighting hours. Telephone kiosk.

18.91 Date of next meeting:

7.30 pm Thursday 13 December 2018 at Droxford Village Hall.

The meeting closed at 9.55 pm.

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

APPENDIX A – FINANCE STATEMENT 18 October 2018 (updated post meeting)

RECEIPTS TO BE NOTED		£	
SDNP CIL		7,906.20	
DC	Sams Mobile Catering	88.00	
Total		7,994.20	
DD/SO and PRO-FORMA PAYMENTS TO BE NOTED			
DD	O2 Oct	26.82	
SO	Clerk salary - Oct	479.01	
Total		505.83	
PAYMENTS TO BE AUTHORISED			
BACS	EMS South Inv 1061 Sept contract	300.00	
BACS	R Hoile - Nov office expenses	97.79	
BACS	G.Robson – Removal of brushwood/ fell remaining half of damaged tree	380.00	
BACS	Bowman Ales	99.05	
BACS	Hampshire Association of Local Councils (training)	108.00	
-213	B. Chandler – bonfire event expenses	261.54	
-214	A. Newman – bonfire event expenses	306.79	409.93
*	St Johns Ambulance – First aiders for bonfire event	115.20	
Revised total agreed at meeting		1,668.37	1,771.51
Invoice pending			

BANK RECONCILIATION 1/4/18 - 31/10/18 & STATEMENT RESERVES re-stated following meeting.

BANK ACCOUNTS				£	£	£
Current Account: Unity Trust Bank A/C No.455						
Balance as per bank statement No 101 as at 31/10/18				6,623.28		
Deposit A/C: Unity Trust Bank A/C No....069						
Balance as per bank statement No 88 as at 31/10/18				46,098.12		
Cemetery A/C: Unity Trust Bank A/c No..980						
Balance as per bank statement No 38 as at 31/10/18				3,502.34	56,223.74	
Less unrepresented payments						
CB ref						
BACS	Homestart grant 2018/19			- 250.00		
	HCC Inv 3611039059 Street lighting 1/4 - 30/9			- 387.43		
200210	Royal British Legion			- 25.00		
BACS	EMS South Inv 1031			- 300.00	- 962.43	
						55,261.31
CASH BOOK:						
Balance as per Cashbook 30/06/18						
Balance b/f 1/04/18				27,858.09		
Add Receipts 1/4/18 - 31/10/18				44,765.59		
Less Payments 1/4/18 - 31/10/18				<u>-17,362.37</u>		
						55,261.31
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				- 1,710.00		
Play equipment total					3,592.00	
Raise the Rec funds - Pavilion refurb					<u>3,280.00</u>	
						40,124.20
Unallocated reserve					5,886.02	
Running costs				(50% 2018/19 precept £18502.09 / 2)	9,251.09	55,261.31

APPENDIX B – PLANNING REPORT

1. APPLICATIONS DETERMINED

Ref: SDNP/18/04673/TCA
Location: Nettledbed House, Mill Lane, Droxford, SO32 3QS
Proposal: Felling of crab apple tree.
Decision: NO OBJECTION

Ref: SDNP/18/03288/LDE
Location: Lisheen Oxford Lane Droxford Hampshire SO32 2FL
Proposal: Dwelling with associated access, parking and gardens.
Decision: APPROVED

Ref: SDNP/18/03983/DCOND
Location: Waterside, Midlington Road, Droxford SO32 3PD
Proposal: Discharge of conditions 2 and 6 of planning permission SDNP/18/01262/HOUS
Decision: APPROVED

Ref: SDNP/18/03908/HOUS
Location: 2 Whitelands Midlington Road Droxford Southampton Hampshire SO32 3PD
Proposal: Proposed front dormers.
Decision: APPROVED

2. DECISION PENDING

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)

Ref: SDNP/18/03908/HOUS
Location: 2 Whitelands Midlington Road Droxford Southampton Hampshire SO32 3PD
Proposal: Proposed front dormers.

Ref: SDNP/18/05149/HOUS (Request for Consultation)
Location: West Spindleberry Park Lane Swanmore SO32 2QQ
Proposal: Proposed new stable block

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/18/05163/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

4 ENFORCEMENT - 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 - 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.