

**MINUTES  
DROXFORD PARISH COUNCIL MEETING**

**THURSDAY 15<sup>th</sup> April 2021 at 6.00 p.m.  
Held via Zoom Meeting Room link**

**PRESENT:** Councillors: Mark Dennington, Angharad Heller, Chris Horn, Lewis Smith, Janet Melson (Chair), Di Shepherd,

**IN ATTENDANCE:** District Councillors Frank Pearson and Vicki Weston.  
Rosemary Hoile - Parish Clerk.

**PUBLIC:** None.

**20.133 Apologies for absence.**

Colin Matthissen

**20.131 Declarations of Interest.**

None

**20.132 Minutes of the meeting held on 18<sup>th</sup> March 2021.**

1. A correction to the approved refund to the Clerk from £962.42 to £102.00 in respect of March agenda item 8.1b was **ACCEPTED**.

2. Minutes of the meeting held on 18<sup>th</sup> March 2021 were approved as a true and accurate record.

**20.133 Chair's Announcements**

The Chair reviewed actions and matters arising from the last meeting.

**Re-surfacing the Square.** The Chair is grateful for further support received from the Village Hall committee. Facilities were made available for contractors' use and to enable electrical connections to be installed for electric car charging points at some point in the future.

**Parish Green.** The Chair had met with the Church Fabric Manager-Church Warden to clarify the Council's position. The Rector joined the discussion in passing; he confirmed the Parochial Church Council had neither discussed nor taken a view on enhancements to the Parish Green.

**Draft lease agreement for the hire of the Pavilion.** The Droxford Cricket Club committee has not had an opportunity to meet to discuss the agreement.

**Private hire of the Pavilion.** The formula to calculate the maximum number of people in the Pavilion at any one time varies depending on what is taking place. Applications will be assessed according to intended use.

**Footpath 17.** The landowner has agreed to remove the stiles (at the junction of FP18 and adjacent to Whitelands). He been assured by Countryside Access officers that stiles can be reinstated at any time in the future.

**Wayfarer's Walk fingerpost.** There is space for an additional arm to be fixed to the cast iron signpost on the Village Green to replace the wooden finger post which has decayed beyond repair.

**Cyber insurance.** Consensus was reached that exposure to risk would be minimised by taking appropriate steps following industry guidelines. The Clerk undertook to produce a risk assessment based on professional advice which had been informally sought.

**20.134 Public Forum.**

(i) No members of the public were present

(ii) District councillors have entered a period of purdah. **District Councillor Weston** had nothing to report but was present to answer questions.

**District Councillor Pearson** responded to an enquiry regarding a new dropped kerb in the Park; permission depended on whether the application is from a freeholder or council tenant. He confirmed that the road in The Park has not been adopted. The Councillor gave the list of candidates for the Meon Valley ward in the forthcoming WCC and HCC elections.

*(Clerk's note: The list will be posted on the Noticeboard and the website in due course.*

**20.135 Planning**

**1. New Applications.**

Ref: SDNP/21/ 01768/HOUS (closing date for comments 4/5/21)

Proposal: Construction of a temporary timber clad garden building.

Location: Millers Cottage, High Street, Droxford, SO32 3PA

**NO COMMENT**

**2. Planning Report – Appendix**

Councillor Horn gave an update on Red Admiral Vineyard application (approved), and Dadkar Stud (application in progress). Decisions determined by SDNPA were **NOTED**.

**3. Winchester City Council's housing development strategy.**

Councillor Dennington attended an informal Zoom with the WCC Housing Enabling Officer and the Programme Manager to consider how 3 x 2 bedroom houses on the garage site at the Park would be of more benefit to residents' families looking to live in Droxford over existing residents use of the garages. Councillor Dennington laboured the point that if 11/13? garage lessees had to park elsewhere there would be no benefit to Droxford at all. WCC undertook to contact lessees to obtain their agreement first. It is unknown at this point how many garages contain cars or household effects owned by residents of the Park. WCC will liaise with Councillor Dennington when they have more information. It was acknowledged that the needs of Droxford must be met first. If WCC were to proceed and Droxford Parish Council were content that existing residents' parking requirements had been met, families on the Droxford waiting list would be contacted first. District Councillor Pearson advised there is no guarantee new houses would be offered exclusively to families of Droxford residents; the Park was not an exception site when the houses were built.

**20.136 Finance and Governance**

**1. Payment of accounts.**

a) **RESOLVED:** To approve payment of accounts listed in Appendix B and to add £3,630.00 invoiced by O'Neill Construction Ltd for trenchworks and installation of ductwork to the list of payments.

b) **RESOLVED:** to ratify amended payment to Clerk of £208.66.

c) **RESOLVED:** To approve the bank reconciliation to 31 March 2021.

## 2. Private hire agreement for the Pavilion:

The Council discussed hire charges based on rates charged by the Village Hall. There should be a resident and non-resident rate. The rate should reflect need. After much debate it was proposed to -

- to charge a £100 refundable deposit and monitor damage.
- to charge a nominal fee for utilities.
- Hirers should obtain a Temporary Events Notice to enable the sale of alcohol and play music. There was discussion around the definition of loud music and impact on residents. Councillor Pearson referred the Council to the 'nuisance clause' in the TENS licence. Initially there should be no live music and no music played outside.
- The booking form should be completed by all applicants; requests to hire the Pavilion free of charge for an event held for the benefit of the community should be stated on the booking form and will be considered by the Council.

The Chair thanked everyone for a useful discussion.

### **ACTION**

Check PC insurance policy covers loss and damage by hirers.	Clerk
Table list of fees to be published and circulate to the Council for comment.	AH

## 3: Application from allotment holders to hire the Pavilion to hold a BBQ on Sunday 13<sup>th</sup> June.

**RESOLVED: To approve.**

Councillor Dennington suggested a brick enclosure should be built to control the location of barbeques to prevent areas of grass being scorched. Councillor Shepherd said the allotment holders put their gas BBQ on the hard area outside the Pavilion last year.

### **ACTION**

Write to allotment holders.	DS letter/email via Clerk
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## 4. Insurance against loss and damage to the new surface of the Square:

**RESOLVED:** The Council considered additional cover is not required because existing cover is sufficient.

### 20.137 Parish Matters

#### **The Square**

Councillor Dennington reported re-surfacing works in the Square had been satisfactorily completed apart from pulling draw tape through the duct. The contractor will return to finish the task and some other minor snags. The edges had been nicely finished except for a section towards the road which will be addressed. He said that existing brick edging needs to be kept clean. He was content for the invoice to be paid, outstanding work will be covered by the retention.

## Cemetery

The Green Spaces Working Group report had previously been circulated. Councillor Shepherd reported that the new path had been laid and the Cemetery looks amazing. The wildflower turf laid around the cherry tree by volunteers is being watered using the purchased water canisters, approved at previous meeting. The water butt is empty due to lack of rain and will, in any event, be an insufficient source of supply for future planting. In the region of 100 bare root yew hedging plants will be required at a cost of £7 each will provide the circular border surrounding the newly created interment area. An additional hedge to front the line of trees is also planned. The council will seek donations to cover the cost.

The volunteers were thanked for their continued work. Estates Maintenance Services are still to advise when graves will be levelled. *(Clerk's note: Email 13/04/21 - EMS had advised the graves will be levelled when rain is forecast).*

### ACTION

Chase EMS when rain is forecast.	Clerk
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## Allotments

Two trees in the allotments next to the boundary with The Stables were felled. The landowner had queried the boundary line with the leasor of the allotments (G Horn & Sons). A representative of the leasor met the landowner on site to agree the boundary line. The verbal agreement to move the fence was witnessed by Councillors Melson and Shepherd. The fence was moved that day by the fencing contractor who was working nearby. The allotmentees will install their own stock fencing to protect the allotment plots from encroachment by wildlife.

## Recreation Ground

The allotmentees recommended that the turf removed from the Cemetery could be 'upcycled' to cover bare patches left when the Cricket Club's storage boxes were moved from where they were previously sited.

Councillor Shepherd had compared the 2021 Play Inspection Report with the 2020 report. The bottom line is that the overall assessment is low risk with the exception of the toddlers' swing cradle seats which need to be replaced in the next 3 months.

Order replacement seats	Clerk
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## General matters

- The Council has been offered a donation of £800 towards a new bench on the Village Green. Councillor Shepherd expressed grateful appreciation for the donor's generosity which will expedite purchase of the bench.

### ACTION

Order bench	Clerk
Formal letter of thanks from DPC	Chair/Clerk

- WCC delayed announcement of the Mayor of Winchester Awards by one week due to the period of national mourning.
- The well has been capped.

**20.138 The Lengthsmen**

The Council has been asked to send the Council's representative's contact details to Soberton Parish Council. The Chair asked Councillors Dennington, Horn and Smith for their input. The Clerk advised the Council the number of days work which could be expected from the lengthsmen to the value of £1,000 per year depended on the type of work and operatives allocated to the tasks; previously the Council had received 4 visits per year by teams of 2/3 men. The Footpath Warden had identified some priorities requiring the lengthsmen's attention. The Clerk has work schedules used in previous years when Shedfield was the lead council for the lengthsmen scheme.

**ACTION**

Forward previous work schedules to the FP Warden and MD, CH and LS	Clerk
Forward contact reps details to Soberton PC	Clerk

**20.139 Roads & Highways**

**1. Temporary Speed Indicator Device (TSID)**

Councillor Smith had drawn up a shortlist of sites accompanied by photographs to be assessed for suitability by Hampshire Highways. It was agreed the centre of the village, the location of a previous device, was the best location to trial initially. Councillor Dennington said he would supply a scaffold post to replace the post to which the previous temporary device was fixed.

**ACTION**

Liaise with LS and arrange meeting with HCC officer (IJ)	Clerk
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When HCC have assessed and agreed locations a licence will be sent for the Clerk to sign on behalf of the Council.

**2. Operation Resilience – High Street, Droxford.**

Carriageway Resurfacing 23<sup>rd</sup> April 2021, 20.00 – 6.00 hrs for 5 nights.

**NOTED**

The Chair observed that the impact of the Square being closed was not as great as was feared. Thanks are due to the Bakers' Arms and the White Horse Inn for making parking space available which reduced the impact on residents who would usually park on High Street.

**20.140 Correspondence and other matters requiring the Council's response.**

None

**20.141 Information Exchange and items for the next meeting.**

Annual Governance & Accountability Return (AGAR) 2020-21 and councillors' assignments.

**20.142 Dates of the next full Parish Council meeting**

6.00pm Tuesday 4<sup>th</sup> May 2021 via Zoom.

*Footnote*

The next meeting date was brought forward to enable the Annual Governance & Accountability Return (AGAR) 2020-21 to be signed at a legally constituted meeting before 31 June 2021.

Emergency regulations governing council meetings within the Coronavirus 2020 Act have not been extended. Virtual town/parish council meetings cease 7<sup>th</sup> May 2021. Face to face town/parish council public meetings are not legally compliant until after 21<sup>st</sup> June 2021.

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

## APPENDIX A – PLANNING REPORT

### 1. APPLICATIONS DETERMINED

**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.

**DECISION: APPROVED**

**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.

**DECISION: APPROVED**

### 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/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.

**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.

**Ref: SDNP/21/00601/FUL**

Proposal: The Mill House, Mill Lane, Droxford SO32 3QS

Location: Equestrian stables with hardstanding & replacement fencing.

**Ref: SDNP/20/01262/FUL and SDNP/20/01263/LIS** (closing date for comment 6/4/21) #

Proposal: Convert existing shed into coffee kiosk by replacing internal structure of shed with adapted shipping container.

Location: The Bakers Arms, High Street, Droxford, SO32 3PA

**Ref: SDNP/21/01401/FUL** (closing date for comment 14/4/21)

Proposal: Equestrian sand school

Location: The Mill House Mill Lane Droxford SO32 3QS

**Ref: SDNP/21/01475/HOUS and SDNP/21/01476/LIS**

Proposal: Internal refurbishment of ancillary coach house building

Location: Manor House High Street Droxford SO32 3PA

**Ref: SDNP/21/ 01666/FUL**

Proposal: Erection of horse stables and feed and hay storage.

Location: Hazelholt Farm Hazelholt Bishops Waltham SO32 1GA

### 4. ENFORCEMENT Status as of 4/12/20: (last update received)

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

<b>INCOME RECEIVED</b>	<b>£</b>
Allotments	96.83
Burial fee	250.00
WCC grant	500.00
Donation – cherry tree	60.00
<b>Total</b>	<b>906.83</b>
<b>DEBTORS</b>	
Allotment rents	0.00
Square rent	164.00
Corhampton & Meonstoke PC (50% share of mobile phone 2020-1)	111.89
<b>Total</b>	<b>275.89</b>
<b>DIRECT DEBITS &amp; STANDING ORDERS</b>	
DD Telefonica - parish mobile 2/3/21	21.36
R.Hoile March salary	520.00
Bank service charge	18.00
<b>Total</b>	<b>559.36</b>
<b>PAYMENT OF ACCOUNTS TO BE AUTHORISED 15 April 2021</b>	
Estate Maintenance Services Inv (March contract)	300.00
B Nash tree surgery allotments	3,400.00
Judit Appel Garden Design (for expenses incurred at Droxford Cemetery)	25.00
R Hoile for office expenses - £23.66 Internet/office.	23.66
D. Shepherd – refund expense incurred 3No. 25 litre water cannisters	35.97
P. Melson – refund expenses incurred - PC presentation.	25.50
Fair Account – internal auditor	100.00
M Stevens – care of bus shelter Jan-March	32.00
<b>Total</b>	<b>3,941.63</b>

<b>BANK ACCOUNTS:</b>		£	£	£
Instant Access AC ...069		83,993.07		
Cemetery AC ...980		6,368.00		
Current AC ...455		3,808.32	94,169.39	
<b>LESS unrepresented payments</b>				
EV76	Silversprings Garden Centre Ltd	768.00		
EV72	EMS Inv 3212	300.00		
EV78	Acorn Tree Specialists	820.00		
EV79	Geosphere Ltd	45.00		
EV80	R. Hoile	208.66		
EV81	Judit Appel	25.00		
EV82	Nash Arborists	3,400.00		
EV83	EMS Inv 3341	300.00		
EV84	WCC Inv---78607	69.80	5936.46	<b>88,232.93</b>
<b>Net balances 31 March 2021</b>				
<b>CASH BOOK:</b>				
Opening Balance 1 April 2020			37,051.05	
Add: Receipts to 31 March 2021			89,520.54	
Less: Payments to 31 March 2021			- 38,338.66	
Closing balance per cash book as at 31 March 2021				<b>88,232.93</b>



