



## **DROXFORD PARISH COUNCIL**

### **MINUTES**

#### **FULL COUNCIL MEETING**

**6.00pm Thursday 16<sup>th</sup> January 2025**

**Droxford Village Hall**

**PRESENT:** Councillors: Matt Avison, Paul Cooper, Louise Hudson, Colin Matthissen Janet Melson (Chair), Peter Richardson and Lewis Smith

**IN ATTENDANCE:** Ailsa Duckworth – Parish Clerk/RFO  
District Cllr Danny Lee  
County Cllr Malcolm Wallace  
District Cllr Suzanne White

**PUBLIC:** 14

**25.1 Apologies for absence:** None.

**25.2 Declarations of Interest:** Cllr Cooper declared an interest in a planning application to be discussed on the agenda, as the applicant is a personal friend. It was agreed that Cllr Cooper would not take part in this discussion.

**25.3 Requests for Dispensation:** None required.

**25.4 Minutes of the Full Council meeting held on 12<sup>th</sup> December 2024.**

The minutes were confirmed as being an accurate representation of the meeting and were subsequently approved and signed by the Chair.

**25.5 Public Session:** Fourteen members of the public were present to observe the meeting. Thirteen members of the public were present to raise concerns over road safety. One member of the public was present in relation to a planning application regarding their property.

A representative for the residents expressed dissatisfaction that their concerns regarding the recently installed White Gates had not been considered by Highways Department. It was confirmed that the correspondence from the residents had been shared with Highways, who had responded with reasons why the efficacy of the White Gates would not benefit from being moved. This in turn had been shared with the residents, as the Highways Department would not directly correspond with the public. The parish council had agreed, following the above actions being carried out, that the matter was closed and was no longer a separate

agenda item. The residents wrote a further response to Highways, which included alternative sites for the White Gates and an assertion that the gates had increased the speed of drivers along that stretch of road. The residents' representative asked for the item to be considered as correspondence, however, the required timeline of receipt 9 days before the agenda is published had not been met for this to happen at this meeting.

**25.6 Response to Public Participation:** The Chair confirmed that the matter was closed and would not be further discussed at this time. Cllr Smith confirmed that the additional 40mph signage was being followed up and would be installed if agreed by Highways. The residents were notified of the Roads and Transport meeting on 8<sup>th</sup> February. Cllr Avison reminded the residents that impoliteness and hostility towards councillors was not appropriate.

**25.7 Reports from County and District Councillors:** Written reports had been received and circulated prior to the meeting. District Cllr Lee reminded councillors of the South Downs Local Plan meeting on 29<sup>th</sup> January. Cllr Lee also noted that there were currently grants available under various funding streams.

District Cllr White reported that the Traffic & Transport Forum will take place on the 31<sup>st</sup> January. Cllr Smith is to attend.

County Cllr Wallace explained how the proposed Unitary Authority will change responsibilities locally and is intended to be more efficient than the current two tier structure.

**25.8 To review Actions List:** Noted. Following correspondence from Action Hampshire, it was agreed that Cllr Avison would include housing development potential in the Parish Priority Statement.

**25.9 Clerk's Report including updates on previous decisions:** It was reported that hirings of the Pavilion have started and a thorough clean and pest control check was required prior to these happening. The legionella risk assessment is being set up for February. Feedback was received from the external auditor regarding Unity Trust Bank, advising that the risk from having more than £85,000 was minimal.

**25.10 Finance Reports:** Received and Noted.  
a. **NOTED:** Financial Status and bank balance.  
b. **APPROVED:** Payments as per approval list, including those made prior to the meeting.

**25.11 Planning Report:** Received and Noted.  
a. **NOTED:** No planning applications required comments or objections.  
b. **NOTED:** The current open and closed enforcement cases were noted.  
c. **NOTED:** The Parish Priority Statement will be considered and refined with a view to sharing it at the Annual Parish Meeting.  
d. **NOTED:** Cllr Cooper will attend the South Downs Local Plan briefing meeting on 29<sup>th</sup> January.

**25.12 Green Spaces Report:** Verbal report Noted.  
a. **Pavilion:** Cllr Cooper requested that a sub-committee be set up to finalise the pavilion improvement quotes, in order for a recommendation to Full Council. This was agreed with a

budget limit of £10,000, excluding VAT. It was agreed that a porcelain slab would be preferable to a stone slab. The works are expected to take approximately 3 weeks.

- b. Play Area:** The Clerk reported that the annual play inspection via Winchester City Council has been requested and will include a DDA (Disability Discrimination Act) compliance assessment and an equipment life expectancy report. It is considered that the toddler swings will be the next item which require repairing or replacing. The Multi-Use Games Area (MUGA) is covered in moss and is a potential item for the Lengthsmen work schedule.
- c. Cemetery:** The water butt is to be installed on hardstanding at the cemetery. The Chair has been in contact with Water Plus regarding the inaccurate invoices for water use at the cemetery. It was agreed that a request is made for the water supply to be ceased until the billing issues are resolved.
- d. Allotments:** The allotment tenancy agreement had been circulated to councillors for review. The agreements will be forwarded to allotment holders at the end of March for review and signature. The increase in fee will be indicated to allotment holders at this time. It was agreed that if an individual was in breach of the terms of the contract, the parish council would follow up.

**25.13 Footpaths and RoW:** Verbal report Noted.

- a. Lengthsmen:** The next visit is 3<sup>rd</sup> February.
- b. Landowners Meeting 15<sup>th</sup> January:** It was reported that the meeting was attended by 3 landowners within the parish and was useful as an information exchange.

**25.14 Highways Report:** Verbal report Noted.

- a. Union Lane car park fencing:** The Clerk is to authorise the works.
- b. Speed Limit Reminder (SLR):** Cllr Smith is continuing to liaise with Highways on additional locations. It was agreed to consider purchasing an additional SLR/SID (Speed Indicator Device) and Cllr Smith would circulate some examples and costings for review.
- c. Residents Meeting re Roads and Transport 8<sup>th</sup> February:** It was agreed that a working group to prepare for the meeting would be convened, in order to draft an agenda. A survey would be undertaken regarding the 20 is Plenty campaign to understand potential uptake for such a scheme in Droxford. Dates would be circulated and all councillors were to attend if possible.

**25.15 Sustainable Droxford:** Verbal report noted.

- a. Outdoor bicycle rack/shelter at Village Hall:** Approval and agreement from the Village Hall Committee was required for installation of a bike shelter. The Clerk is follow up and seek eligible grants for funding to enable this.

**25.16 Winchester Council of Code of Conduct:** It was agreed to retain the existing Code of Conduct rather than adopt Winchester's.

**25.17 Correspondence received:** None.

**25.18 Meetings and Events:**

Wednesday 29<sup>th</sup> January 2025, Petersfield – South Downs Local Plan Review

Monday 3<sup>rd</sup> February, Boarhunt – Southern Parishes

- 25.19** **Agenda Items for next Full Council meeting:** Droxford Cricket Club use of pavilion/recreation ground; SLR/SID locations and purchase.
- 25.20** **Date of the next meeting:** 6.00pm Thursday 20<sup>th</sup> February 2025, Droxford Village Hall.