

DROXFORD PARISH COUNCIL

Minutes of the Meeting of Droxford Parish Council held at
7.30pm on Thursday 21st January 2016 at Droxford Village Hall

PRESENT: Cllrs Pietro Acciarri, Barbara Chandler (Chair), Nick Fletcher,
Janet Melson (Vice Chair),

IN ATTENDANCE: Rosie Hoile – Clerk

PUBLIC: Mrs M Hornby Patterson

188.15 To approve apologies received for absence: Louise Withers, Jason Toman and Colin Matthissen, Caroline Dibden and Roger Huxstep.

189.15 To receive declarations of disclosable pecuniary and non-pecuniary interest

Cllr Fletcher declared a non-pecuniary interest in Agenda Appendix A item 1.2.3, I Park Lane Droxford. Cllr Acciarri declared a non-pecuniary interest in Agenda Appendix A item 1.2.2, Townsend, Northend Lane, Droxford.

190.15 To adjourn meeting to allow participation by members of the public

Mrs Hornby-Patterson asked the Parish Council to apply for retrospective planning and to apply for a licence to place a bench on land owned by the highway. Having noticed how some elderly people struggled walking up High Street, Mr Hornby Patterson fixed the bench to the wall of No 1 St Mary Close to provide a place to rest. The garden bench was formerly in the effects of Mr Singleton who passed away in 2015. Mrs Hornby Patterson apologised to the Parish Council for not asking them, as the correct agency, to consider the matter first.

Mrs Hornby Patterson, in her capacity as Chair of the Droxford Country Fair Committee updated the Council of disbursements of proceeds from the Country Fair approved by the Committee. The next Country Fair will be held on 4th June and have a Mediaeval theme loosely acknowledging the link with John de Drokensford. Use of entire area of the Square and the first part of the Church Yard was formally requested.

Mrs Hornby Patterson asked if the Parish Council had considered engaging the community to design the Parish Council logo.

The Chair asked Mrs Hornby Patterson to let the Council know of any residents the Council could approach to design and reproduce artwork digitally.

191.15 County and District Councillors' reports are appended.

Apologies had been received from Cllrs Roger Huxstep and Caroline Dibden. They had been summoned to a WCC Group Meeting ahead of a Special Full Council Meeting to discuss Silver Hill. The Clerk was informed these meetings took precedence over parish council meetings.

192.15 To approve the minutes of the Parish Council meeting held on 10th December 2015. APPROVED

193.15 The Chair's report on matters arising from minutes of the last meeting not elsewhere on the agenda.

1. The Council had met with Eider Homes Droxford Ltd, under new management following Alan Burgess's departure due to ill health. SDNP stipulate 2 options to develop the site, a) tourist accommodation, b) 70% affordable housing. Eider said 70% affordable housing is not financially viable and intend to submit a proposal to SDNP to erect 17 -20 high quality holiday self-catering lodges. The management team made great play of using the Meon Valley characteristics as a marketing tool and sourcing jobs, goods and services locally. They would hold a public consultation after discussions with SDNP but before making a full application. The Council expressed interest but was not prepared to comment before seeing a full application.

2. Parish Councillors will hold a Surgery at the Village Hall on Saturday 11th June.

3. The Friends of Droxford Church were formally informed, earlier this month, that their application for a HLF (GPOW scheme) award of up to £188,300 bringing the total contribution to the hub project from HFL to £222,200, had been successful.

194.15 Planning: <http://planningpublicaccess.southdowns.gov.uk/online-applications/>

194.15.1 Planning Applications: Planning Report – Appendix A

There were no new applications.

194.15.2 Planning Decisions: Planning Report - Appendix A

194.15.3 Planning Appeals: Planning Report – Appendix A

194.15.4 Planning Enforcement: Planning Report – Appendix A

Cllr Acciarri existing cases are still ongoing. WCC policy is not publish new cases until owners have been notified.

195.15 Finance, Grants & Governance.

195.15.1 To note income and expenditure and approve payments in Appendix B **APPROVED**

196.15.2 To approve appointment of external audit provider by the (new) Sector Led Body for External Audit. The Council agreed it was not cost effective to opt out and agreed to take the default course of no action by 31 January 2016.

APPROVED

196.15.3 Internal Audit ¾ year report: Cashbook reconciled up to 31 Dec 2015 - £17,183.81 at bank. A full risk assessment will not be required until 2016/17. The asset register to be updated to complete the executive checklist and the action list part of the Risk Assessment in order to conclude the audit 2014/15. **APPROVED**

ACTION	BY WHEN	BY WHOM
1. Update asset register to include PC owned land, at cost value, locations, insured values, acquisition/disposal dates	Feb	Clerk
2. Working group meet to agree all actions completed and internal controls in place.	Before March meeting	FAWG/Clerk

196.15.4 Risk Assessment 2014/15 – **DEFERRED** see 196.15.3

196.15.5 To approve quotation received from Studio 6 for £150 to design a parish logo. The Chair proposed following up the suggestion put forward by Mrs Hornby-Patterson to explore whether other residents in the village could design and produce a logo digitally. If this was not successful, the Council would proceed with a design using the John de Drokensford shield as an image had been agreed in principle at the December meeting using Studio 6.

APPROVED A budget of £150 to produce the logo.

ACTION	BY WHEN	BY WHOM
1. Obtain list of qualified candidates from M HP	ASAP	BC
2. Follow up with meetings		BC/Clerk

196.15.6 To approve quotation for £450 from ISS for arboricultural work in the Cemetery. **APPROVED**

ACTION	BY WHEN	BY WHOM
To arrange date with ISS	ASAP	The Clerk

196.15.7 Travel expense for councillors: The Clerk had previously circulated an example Hambledon Parish Council's standing order forwarded by WCC Cllr Dibden. The Council agreed that for the purpose of making mileage claims, councillors should be permitted to claim for "allowable journeys" only - made with the mandate and prior approval of the Council. In addition, fines will not be re-imbursed. **RESOLVED** to adopt Hambledon PC travel expenses standing order.

ACTION	BY WHEN	BY WHOM
To update standing orders	April	BC/LW

- 196.15.8 Annual Maintenance Contract: to approve a 2year fixed price contract for 2016 – 2018 from 1 March 2016
 Quotations had been received from Estates Maintenance Service (current provider), ISS Facilities Services Ltd and Countrywide Grounds Maintenance Ltd
RESOLVED to award Estates Maintenance Services a 2 year contract

ACTION	BY WHEN	BY WHOM
To notify contractors of decision	Before end Feb	The Clerk

197.15 Recreation Ground, Cemetery and Allotments.

- 197.15.1 To receive Play Area Routine Inspection Report: Cllr Toman was not present.
- 197.15.2 Allotments the Clerk reported she had met with 2 allotment holders concerned by neglected allotments. They put forward proposals to address some of the problems. 1. Change the allotment year to start 1 February. 2 Change some of the conditions of rent. The proposals were received too late for the January meeting. The Parish Council agreed to consider the matter at the February Parish Council meeting.

198.15 Roads, Transport & Highways.

- 198.15.1 Cllr Melson reported that a dropped kerb had been installed at the corner of Swanmore Road and Midlington road (A32).The installation was not to the standard she had envisaged. No more had been heard from Highways since the November meeting with Andy Smith regarding speed monitoring. To address wider Highways issues the Council must engage with Highways in a meaningful way.
 The quality of rural life was identified as an issue in the Parish Plan, but the village is dissected by the A32. Statistics do not support safety as an issue. The number of HGVs, already unacceptable, will increase when the new town is built incorporating a new M27/A32 road junction.

ACTION	BY WHEN	BY WHOM
1.Check progress of repairs with Highways	ASAP	Clerk
2.Find a way to gather data for evidence to support and present information	ONGOING	JM / NF
3. Contact the Managing Director of Gregory’s.	ASAP	JM /NF
4. Find ways to encourage HGVs to use motorways.	ONGOING	JM/ NF

- 198.15.2 Bench on High St fixed to wall of St Mary’s Close:
 The Council agreed to seek permissions required to place the bench on Highways land. **APPROVED**

ACTION	BY WHEN	BY WHOM
1.Apply for retrospective planning permission	Before end	The Clerk
2 Apply for a licence from WCC	Feb	

199.15.2 Footpaths and Rights of Way

Bishops Waltham Ramblers’ Report on condition of footpaths, gates and stiles in the Parish boundary had been circulated. Complaints had just been received from residents listing stiles in previously discussed poor repair. One complaint had been forwarded to Soberton PC due to stiles being outside the parish boundary. Landowners had not responded to requests from the Clerk to

make repairs or offers of help to obtain grants. The Council agreed to draft a letter to the landowners, followed by informal 1:1 meetings and the harnessing of local volunteers to support repairing the stiles. As a last resort, the Council would put the matter in the hands of HCC Countryside Service.

Cllr Fletcher reported a missing step on Wayfarers' Walk above the School, on the stile near to the Cricket Pavilion.

ACTION	BY WHEN	BY WHOM
1. Write to landowners and BW Ramblers	ASAP	BC/JM
2. Confirm where responsibility for upkeep of stiles on the Wayfarer's Walk lies.	ASAP	Clerk

200.15 Parish matters.

200.15.1 Lengthsmen: The Clerk outlined the schedule for work in the week commencing 1 February to include sweeping footpaths from Midlington Hill to the Square, Droxford Cemetery and Mill Lane. Litter pick sump at corner of Swanmore Road and Oxford Lane, repair fence.

ACTION	BY WHEN	BY WHOM
Complete work program	23 Jan	Clerk

200.15.2 Wi-fi at the Village Hall – the Chair reported the FODC are exploring options.

ACTION	BY WHEN	BY WHOM
To follow up	March	NF

200.15.3 Mayor of Winchester Community Award: The Parish Council unanimously agreed to nominate Stuart Attrill to acknowledge his voluntary services to the community over many years.

ACTION	BY WHEN	BY WHOM
Write Citation to send to the Mayors Secretary	31 Jan	JM/Clerk

200.15.4 To propose a Speaker to address the Annual Parish Meeting: The Council considered what might be the most important subject to affect the community. The Council considered

1. Devolution was the single greatest change in the provision of and payment for local services. Cllr Sean Woodward, Leader of Fareham BC, and is a landowner in the parish was proposed.
2. Environment Agency.
3. Southern Water

AGREED – 1. Sean Woodward 2. Environment Agency

ACTION	BY WHEN	BY WHOM
1. Invite Cllr Woodward or a delegate	End Feb	Clerk
2. Invite Environment agency – if SW unavailable		

201.15 Consultations, Meetings and Training.

201.15.1 Community First Training.

Cllr Melson and Chandler considered the courses did not offer best value for money. **NOTED**

201.15.2 Winchester Passenger Forum Wed 4 May 2016. JM will attend if possible

202.15 Correspondence received which is not included elsewhere on the agenda.

Police attendance at the Annual parish Meeting **NOTED**

ACTION	BY WHEN	BY WHOM
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- 203.15 Rolling Action Plan: Appendix C: NOTED
- 204.15 Items for the next agenda. Allotments
- 206.15 Date of next meeting: 7.30 pm Thursday 18th February 2016 at Droxford Village Hall.

APPENDIX A - DROXFORD PARISH COUNCIL PLANNING REPORT 21 JANUARY 2015

1 PLANNING

1.1 NEW APPLICATIONS

None

1.2 PENDING CONSIDERATION FROM PREVIOUS MEETINGS

1.2.1

Reference SDNP/14/00570/DCOND

Proposal Demolition of existing lean-to and erection of a single storey extension - DISCHARGE CONDITION 6a, 6b, 6c - SDNP/13/03756/LIS

Address Old Mill Cottage, Mill Lane, Droxford, SO32 3QS.

1.2.2

Reference SDNP/15/03895/FUL

Proposal Amendment to SDNP/14/00884/FUL to reduce the number of units from 10 to 8 and improve the scheme by enhancing the appearance, layout, scale and mass to complement the surrounding area

Address Townsend, Northend Lane, Droxford, SO32 3QN.

1.2.3

Reference SDNP/15/04621/LDP

Proposal Proposal to brick up the existing front door to the rear of the property with an addition of a window. To re-instate the front door on the wall underneath the single storey tiled canopy.

Address 1 Park Lane, Droxford, SO32 3QR.

1.3 DECISIONS

1.3.1

Reference SDNP/15/01915/DCOND

Proposal Discharge condition 2, 5, 8, 9, 13

Address Land to the rear of Clematis Cottage, High Street, Droxford.

DECISION APPROVED

1.3.2

Reference SDNP/15/05185/HOUS

Proposal Two storey side extension forming a new utility and family room to the ground floor and a new master bedroom with en suite and small office/study to the first floor.

Address 24 The Park, Droxford, SO32 3QQ.

DECISION APPROVED

1.3.3

Reference SDNP/15/04727/HOUS

Proposal Proposal to partially remodel roof to allow construction of a new bedroom in the roof space on the first floor.

Address The Walled House, Swanmore Road, Droxford, SO32 3PT.

DECISION APPROVED

1.3.4

Reference SDNP/15/05556/HOUS

Proposal Single storey rear extension.

Address 27 The Park, Droxford, SO32 3QQ.

DECISION **APPROVED**
1.3.5
Reference SDNP/15/05497/HOUS
Proposal First floor infill extension to provide bathroom with internal rearrangements and triple garage with home office over.
Address Westwoods, Droxford Road, Swanmore, SO32 2PY.
DECISION **APPROVED**
1.3.6
Reference SDNP/15/05788/HOUS
Proposal Garden Room extension and alterations to existing windows
Address Cornfields, Northend Lane, Droxford, SO32 3QN
DECISION **APPROVED**

LOUISE WITHERS
15 January 2016

1.4 PLANNING APPEALS – NONE

1.5 ENFORCEMENT CASES CLOSED

1.6 ENFORCEMENT CASES - OPEN

Reference SDNP/15/00408/COU: Swanmore Barn Farm
Nature Alleged change of use of agricultural barn to stables
Status PCO

Reference SDNP/13/00181/UNCM: Four Ares, Midlington Road, Droxford, SO32 PD
Nature Alleged unauthorised use of mobile homes for residential purposes
Status PCO

Reference SDNP/12/00199/BPC: Poppy Down Farm, Mayhill Lane , Droxford SO32 3AH
Nature Monitoring of site to confirm compliance
Status PCO

Reference SDNP/15/00272/GENER: Poppy Down Farm, Mayhill Lane , Droxford SO32 3AH
Nature Alleged large amount of soil brought onto the land or major excavation works have occurred
Status PCO

Reference SDNP/15/00185/COU: West Spindleberry, Park Lane, Swanmore SO32 3QQ
Nature Without planning permission change of use from Agriculture to Equestrian including provision of multiple unauthorised buildings
Status PCO

Reference SDNP/13/00238/DEVMON: Townsend, Northend Lane, Droxford SO32 3QN
Nature Monitoring of development
Status PCO

APPENDIX B					
FINANCE STATEMENT: 21 JANUARY 2016					
					£
	INCOME TO BE NOTED		11/12/15 - 21/01/16		
	T Lamden -Cavanagh wedding parking donation				20.00 BACS
	Sams Fish & Chips - Sq rent Oct/Nov				88.00 chq
	Allotment				13.50 chq
	TOTAL INCOME				<u>121.50</u>
	EXPENDITURE TO BE NOTED		11/12/15 - 21/01/16		
EV45	SSE	16 Sept - 15 Dec			<u>48.70</u> DD
	EXPENDITURE TO BE APPROVED		11/12/15 - 21/01/16		£
EV44	EMS Inv 16088				300.00 BACS
EV46	Fair Account internal audit to 31 Dec 15				180.00 BACS
EV47/48	Computer Problem solved (C.P.S. Ltd)				140.00 BACS
EV49	M Stevens - bus shelter Oct/Nov/Dec				32.00 BACS
EV50	Clerk office expenses - January				165.74 BACS
	Clerk Salary	January			<u>422.60</u> SO
	TOTAL EXPENDITURE				<u>1,240.34</u>
	BANK BALANCE 21 January 2016				£
		Unity Trus Current Account	20266455		466.89
		Unity Trus Deposit Account	20267069		15,139.21
		Unity Trust Cemetery Account	20359980		<u>1,711.01</u>
					<u>17,317.11</u>
	RESERVES:				
	Allocated				
	Recreation Ground Car Park extension		4,000.00		
	Cemetery		400.00		
			<u>4,400.00</u>		
	Unallocated				
	Unity Trust A/cs		<u>12,917.11</u>		
	RESERVES 21 January 2016				<u>17,317.11</u>
	Signed..... 21-Jan-16				

APPENDIX C - ROLLING ACTION PLAN –21 January 2016

Minuted Item	Action	Due date	Responsibility	
100.15.4	1. Photocopy/ take inventory of all docs. 2. Driver Belcher for storage of PC documents & plans	August	Clerk	1. ACTIONED 2. ACTIONED
	HPFS: arrange John Coney to inspect play area	asap	Clerk	ONGOING. REMINDER SENT 10/2
141.15.3	Update Asset register/ Sign Executive C checklist / Financial Risk Assessment		Clerk / BC	ACTIONED ONGOING
142.15.1	Play a 1. Assess equipment for repair or replacement Fin 2. Find maintenance contractor to fit sc fit buckle tensioner.	Nov/Dec Nov/Dec	NF/ BC Clerk	ACTIONED ONGOING ONGING
164.15.3	Request to open Rec Car Pk 27 th Feb Write to applicant to affirm and request donation of £20	Nov / Dec	Clerk	ACTIONED ONGOING
168.15	Light Pollution at Droxford Junior School 1. Take matter up with School	Nov/ Dec	Clerk	CLOSED
178.15.4	Contact AFF handymen	ASAP	Clerk	CLOSD
180.15.2	Check progress of repairs with Highways	ASAP	JM	ACTIONED. CLERK EMAILED REMINDER TO DARREN LEWIS 10/2
181.15	(Dxfd FP 3 /Swanmore FP1) To assess impact and benefit of proposed modifications	ASAP	PA/NF	
188.15.2	Parish logo - obtain quotations	January	BC	ACTIONED & RECEIVED FROM STUDIO 6