

**DROXFORD PARISH COUNCIL**  
**Minutes Droxford Parish Council meeting held at**  
**7.30pm on Monday 10 June 2019 at the Pavilion, Droxford Recreation Ground, Droxford.**

**PRESENT:** Colin Matthissen, Max Ford, Janet Melson.  
**IN ATTENDANCE:** Rosemary Hoile – Clerk  
**PUBLIC** None

**19.21 Apologies for absence.** **ACTION**  
Barbara Chandler, Mark Dennington and Chris Horn.

**19.22 Declarations of disclosable pecuniary and non-pecuniary interest.** None

**19.23 Minutes.**

**19.23.1 RESOLVED:** The minutes of the Annual Meeting of the Parish Council followed by usual business were approved as a true and accurate record.

**19.23.2 Matters arising:**  
The Clerk will collect Registers of Interest and Gifts & Hospitality forms from councillors who have not yet completed them. **Clerk**

**19.24 Public Forum:**

The meeting was unattended by members of the public, the County Councillor and District Councillors.

**19.25 Finance, Grants & Governance**

**19.25.1 Receipts & Expenses: APPROVED**

- a) Bank reconciliation to 31 May 2019.
- b) Payment of Accounts listed in Appendix A

**19.25.2 List of Assets: NOTED**

Addition of 1 No. Betty Bee Spring Rocker £467.75 to the list of play equipment on 23/5/19. **Clerk**

**19.25.3 Review of Parish Fees: RESOLVED**

Droxford Cricket Club:

To maintain existing fee of £288 per year

Droxford Cemetery:

To defer pending comparison of similar size parishes' fees. The Chair requested the comparison of parish charges spreadsheet 2012/2015 to review for a future meeting.

**Clerk/JM**

Allotment rent:

To increase the annual rent from 14 pence per sq metre to 15 pence per sq metre from 1 February 2020. The Clerk to forward the Agreement and Conditions for Cllr Ford to review.

**MF**

Clerk's Salary:

Approved to increase in line with national salary award with effect 1 Apr 2019.

Pitch rent – the Square and the Parish Green:

No change.

Debtors - Outstanding action from previous meeting - Clerk to chase.

**Clerk**

**19.26 Planning:**

New planning applications:

**19.26.1.1 Ref:** SDNP/19/02747/FUL. Lisheen Oxford Lane Droxford SO32 2FL

Proposal: To demolish existing dwelling and replace with proposed one and a half storey three bedroom dwelling. **NO COMMENT**

**19.26.1.2 Ref:** SDNP/19/02569/BBPN. Mayhill Stud Farm Swanmore Road Droxford SO32 3PT

|              |  |                     |
|--------------|--|---------------------|
|              | Proposal: Install 2 x 10 m Light Poles (8.2m above ground).<br>The Council had no objection in principle but will request restricted lighting hours and that consideration be taken of the type of lighting to mitigate light spill on the surrounding countryside and impact of glare in a rural area. <b>NEUTRAL</b>   | Clerk               |
| 19.26.1.3    | Ref: SDNP/19/02489/FUL. Northend Farm Cottage, Northend Farm Lane, Droxford.<br>Proposal: New detached dwelling with garage.<br>The Council raised concern regarding overdevelopment and the potential for setting a precedent for garden development within the village, with resultant change to the character of the landscape both within an abutting the conservation area. <b>OBJECTION</b> .<br>The Council did not comment on the undermentioned applications to fell or prune trees.<br>Ref: SDNP/19/02207/TCA. Meadowbank, Mill Lane, Droxford SO32 3QS<br>Ref: SDNP /19/02509/TCA1 Meon Terrace, High Street, Droxford, Hampshire, SO32 3AP | Clerk               |
| 19.26.2      | Planning Report - Appendix B: <b>NOTED</b>   |                     |
| 19.26.3      | Matter arising: Untidy Land opposite the Cemetery, Sheep Pond Lane.<br>The County Councillor was not present to provide and update. Matter ongoing <b>DEFERRED</b>   | County<br>Cllr      |
| <b>19.27</b> | <b>Recreation Ground, Cemetery and Allotments:</b>   |                     |
| 19.27.1      | Recreation Ground & Pavilion:  |                     |
| 19.27.1.1    | Cricket pitch outfield.<br>a) The site of the Fireworks Night bonfire suffered longer lasting damage than anticipated. Exceptionally dry weather had hindered growth of grass seed sown in March.<br><b>APPROVED:</b> To turf the damaged area upon confirmation from the cricket club that arrangements are in place for the area to be watered when necessary.   | Clerk/JM            |
| 19.27.1.2    | Play area:<br>Delivery of shackles, washers and spares had been delayed. Equipment would be repaired when the spring rocker is installed.  | Clerk to<br>monitor |
| 19.27.2      | Cemetery:<br>The Chair requested for the disposal of the former shed be added to the grounds maintenance scope of works under review.  | BC/Clerk            |
| 19.27.3      | Allotments:<br>Well: Ownership had not been determined. Clerk to pursue.<br>Unauthorised notices: the Council will request allotment holders to remove the notices.  | Clerk/BC<br>Clerk   |
| <b>19.28</b> | <b>Highways, Roads, Transport, Footpaths &amp; Rights of Way</b>   |                     |
| 19.28.1      | Matters arising – see Appendix C<br>The Clerk reported no progress to date.  | Clerk to<br>monitor |
| 19.28.2      | The Clerk reported a road traffic incident at the junction of Swanmore Rd with A32 8 June in the early hours of Saturday morning. The police were not called and no injuries were reported. The gates to Crossways had been demolished by the car after it careered across the A32. The driver alleged he had not seen the signage to indicate a junction ahead.<br>The Chair suggested presence of signage should be confirmed and visibility ascertained.  | MF                  |
| <b>19.29</b> | <b>Parish Matters</b>  |                     |
| 19.29.1      | Public Access Defibrillator: Guardian responsibilities:<br>Tim Crowfoot and Tony Hoile had agreed to check the equipment and inform the Clerk of any change.   | Clerk to<br>monitor |
| 19.29.2      | Armed Forces Day 29 June 2019:<br>The Clerk was asked to find the Armed Forces Day flag to give to Stuart Attrill.   | Clerk               |

- 19.30 Consultations, Meetings and training.**
- 19.30.1 **RESOLVED:** To change the date of the Annual Parish Assembly from 16 April 2020 which was agreed at the previous meeting, to Wednesday 23 April. **Clerk**
- 19.30.2 Parish Charter: The Chair had asked for members' contributions and will provide a statement to support Mike Evans's proposals for the Parish Charter before the deadline of 30 June. **JM**
- 19.30.3 Combined water authorities' invitation to stakeholder workshop 9.30am -3.00 pm Mon. 15 July Botley Park Hotel. The Chair proposed to ask Cllr Horn if he would be able to attend. **JM**
- 19.31 Items for the next agenda:**
- Review Financial Regulations, earmarked reserves and insurance. **CM**
- 19.32 Date of next meeting:** 7.30 pm Thursday 18 July at Droxford Village Hall.

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

## APPENDIX A – FINANCE STATEMENT

### RECEIPTS TO NE NOTED

Sams Mobile Catering £ 88.00

### DD/SO and PRO-FORMA PAYMENTS TO BE NOTED

SO Clerk salary – May 488.55

DD O2 Mobile telephone 16.73

**Total 505.28**

### PAYMENTS TO BE AUTHORISED

#### Chq

BACS EMS South Inv 1389 May contract 300.00

..218 M Stevens April/May/June bus shelter 32.00

BACS R. Hoile, office expenses 24.72

BACS R. Hoile, retrospective payment April/May 34.30

BACS Fenland Leisure Ltd 604.50

**Total 995.52**

### BANK RECONCILIATION

| <b>Bank reconciliation 1 April - 31 May 2019</b>  |                        |  |  |  |            |                  |  |
|---|------------------------|--|--|--|------------|------------------|--|
| <b>BANK ACCOUNTS</b>                              |                        |  |  | £  | £          | £                |  |
| Current Account: Unity Trust Bank A/C No. ....455 |                        |  |  |  |            |                  |  |
| Balance as per bank statement No 110, 31/5/19     |                        |  |  |  | 2,556.23   |                  |  |
| Deposit A/C: Unity Trust Bank A/C No....069       |                        |  |  |  |            |                  |  |
| Balance as per bank statement No 95, 31/05/19.    |                        |  |  |  | 53,882.07  |                  |  |
| Cemetery A/C: Unity Trust Bank A/c No...980       |                        |  |  |  |            |                  |  |
| Balance as per bank statement No 45, 31/05/19     |                        |  |  |  | 3,509.33   |                  |  |
| Less unrepresented cheques                        |                        |  |  |  |            |                  |  |
|   | R Hoile office expense |  |  | - 444.21                                     |            |                  |  |
|   | EMS April contract     |  |  | - 300.00                                     |            |                  |  |
|   | Fenland Leisure        |  |  | - 604.50                                     |            |                  |  |
|   | EMS May contract       |  |  | - 300.00                                     | - 1,648.71 | <b>58,298.92</b> |  |
| <b>CASH BOOK:</b>                                 |                        |  |  |  |            |                  |  |
| Balance b/f 1/04/19                               |                        |  |  | 45,705.02                                    |            |                  |  |
| Add Receipts 1/4/18 - 31/05/19                    |                        |  |  | 16,557.96                                    |            |                  |  |
| Less Payments 1/4/18 - 31/5/19                    |                        |  |  | - 3,964.06                                   |            |                  |  |
|   |                        |  |  |  |            | <b>58,298.92</b> |  |
| <b>RESERVES</b>                                   |                        |  |  | <b>TO BE REVIEWED AT THE JULY PC MEETING</b> |            |                  |  |

## **APPENDIX B – PLANNING REPORT, 10 June 2019.**

### **1. PLANNING APPLICATIONS DETERMINED**

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  
Decision: **ADVICE PROVIDED**

### **2. DECISION PENDING**

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  
Ref: SDNP/19/01764/FUL – redesignated Pappy's Place.\*  
Location: Pappys Place (formerly incorrectly referred to as Spindleberry, Stable Block 2) Park Lane Swanmore SO32 2QQ  
Proposal: Change of use from agricultural to equestrian.  
Ref: SDNP/19/02224/PRE  
Location: Northend Stables, Northend Lane, Droxford, Hampshire  
Proposal: Amendment to existing permission to North End House Stables

### **3. APPLICATION IN PROGRESS**

Ref: SDNP/18/06578/FUL  
Location: Stable Cottage, Garrison Hill, Droxford, SO32 3QL  
Proposal: Replacement dwelling.  
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  
Ref: SDNP/18/04956/PRE  
Location: Studwell Lodge South Hill Droxford Southampton Hampshire SO32 3PB  
Proposal: Change of use from dwelling to hotel.  
Ref: SDNP/19/01660/HOUS and SDNP/19/1661/LIS  
Location: Fir Hill, Stables Flat High Street Droxford SO32 3QL  
Proposal: Internal alterations to existing flat, garages, stables and tack room.

### **4. ENFORCEMENT - (latest WCC update 19 March)**

Ref: 18/00346/BLEG Hill Farm Orchards, Droxford Road, Swanmore. Alleged breach of legal agreement.  
**WCC Compliance and Monitoring Officer has been in contact with the liable party to the legal agreement.**  
Ref: SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, SO32 2QW Alleged residential mobile homes.  
**Due to staff leaving this case is being reallocated to a new case officer who will be in contact in due course.**  
Ref: SDNP/18/00429/COU Swanmore Barn Farm Park Lane. Stables within barn, unauthorised COU agric. to equestrian.  
**Unauthorised COU agric. to equestrian was opened by mistake. PCN was never served. There is a case history on enf case SDNP/15/00408/COU.**

## APPENDIX C LIST OF ACTIONS TO BE COMPLETED 10 June 2019

|          | ACTION  |               | WHO       | PROGRESS  |
|----------|---|---------------|-----------|---|
| 18.122.1 | Obscured light emitted from street lamp, Union Lane                                     | Nov 2018      | Clerk     | SSE sent contractor to constrict ivy at base and top of pole. Will return to pull ivy away in September. <b>MONITOR</b>             |
| 18.145.4 | Issue Statement of Account  | From 23 April | Clerk     | Unpaid as at 13/5 <b>ONGOING</b><br>Debtor keeping abreast of current bi-monthly payments without reducing amount of original debt. |
| 18.147.2 | Instruct groundsman to check headstones.  | April/ May    | BC        | Groundsman on leave in April. <b>ONGOING</b>  |
| 18.148.1 | Swanmore Road jct Midlington Rd A32.Chase HCC complaint ref 214132919.                  | April         | Clerk     | <b>IN HAND</b> , see Kali Banda's email below. <b>MONITOR</b>   |
| 18.148.2 | Follow up request to supply plastic bollards Park/Union Lane cnr verge to WCC Highways. | April         | Clerk     |   |
| 19.7     | Approach residents to assist Council in working groups                                  |               | BC        | <b>WORK IN PROGRESS</b>   |
| 19.9.2   | Review Standing Orders for autumn meeting   | By Sept       | MF        |   |
|          | Review Financial Regulations  | For July      | CM        |   |
| 19.9.2   | Review insurance cover  | July mtg      |           |   |
|          | Review ear-marked reserves  |               |           |   |
| 19.16.2  | Pavilion refurbishment  |               | MD        |   |
| 19.17.3  | Review scopes of work for grounds maintenance   | For Sept mtg  | BC /Clerk | <b>NOT STARTED</b>  |