

**MINUTES
DROXFORD PARISH COUNCIL MEETING**

**WEDNESDAY 18th March 2021 at 6.00 p.m.
Held via Zoom Meeting Room link**

- PRESENT:** Councillors: Mark Dennington, Angharad Heller, Chris Horn, Colin Matthissen, Janet Melson (Chair), Di Shepherd, Lewis Smith joined the Council following co-option (minute ref:)
- IN ATTENDANCE:** County Councillor Roger Huxstep, District Councillors Frank Pearson and Vicki Weston. Rosemary Hoile - Parish Clerk.
- PUBLIC:** 2 members of the public were present, one at the start of the meeting for the public forum, another joined later to observe.

20.119 Apologies for absence.

None

20.120 Declarations of Interest.

None

20.121 Minutes of the meeting held on 18th February 2021.

Approved as a true and accurate record.

20.122 Casual Vacancy – to approve co-option of a new Parish Councillor

a) RESOLVED: To vote by a show of hands in order to be clearly visible on-screen.

b) RESOLVED: To co-opt Lewis Smith as a member of the Council. The vote was unanimous.

The Chair welcomed Lewis to the Parish Council expressing the hope he would remain a member for many years to come.

20.123 Chair's Announcements

The Chair thanked the Council for its swift response over the previous week-end to enable payment essential to achieve SSE's attendance regarding cabling at the start of trench works prior to resurfacing starting on 6th April. The Council is grateful for Village Hall committee's ongoing support. The Chair had responded fully to the PCC member who had previously expressed an interest in plans to enhance the Parish Green. The Chair had further invited the member and the Rector to meet at the Parish Green to be briefed on outline plans and constraints. The Rector had responded indicating that he would try to identify a suitable date and reported that the PCC member has declined the invitation. The Chair also highlighted the generous community support that had been forthcoming in work at the cemetery, to be covered in more detail by Cllr Shepherd.

The Chair reviewed actions arising from the 18th February meeting.

Re-surfacing The Square

Hard copy of the JCT 2016 (minor works) contract awarded to Authorn Ltd had been signed by the Chair and the Clerk and delivered to the Project Administrator.

Parking at St Mary's Close: District Councillor Pearson had pursued the issue with WCC Housing and HCC highways officers as far as was possible. Hampshire Highways remained obdurate in making a Traffic Regulation Order (TRO) for the layby on High Street. The Chair concluded that was the end of the matter and thanked Councillor Pearson for his work. **CASE CLOSED**

ACTION

Notify resident	Clerk
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Pavilion condition report.

Councillor Dennington reported that the ventilation system which needs to be on 24 hours a day had been found to have been turned off. The fridge freezer standing in the main room will need to be disposed of.

The Chair and Councillor Dennington to meet with the cricket club to discuss the way forward for grounds maintenance equipment storage.

ACTION

Arrange to make secure and accessible to authorised user only.	MD
Enquire if DPC own fridge-freezer and request removal,	Clerk
Arrange meeting with DPC	Chair/MD

20.124 Public Forum.

(i) The member of the public asked the Council if climate change was taken into account in its deliberations. The Chair said the Council fully supports WCC 's proposals to tackle climate change and cited the Council's recent decision to future proof for provision of electric vehicle charging points when re-surfacing the Square. The Council does not have a climate change policy but responds positively to matters drawn to their attention as in recent communication with the head teacher of Droxford Junior School. The school bus driver was asked to switch off ignition instead of allowing the engine to idle when parked at bus stops or in the Square. The member of the public said he had attended a WCC Climate change meeting and would be happy to assist the Council should it be required. The Chair thanked him and said the Council would be pleased to take up the offer.

(ii) County & District Council Councillor's Reports:

County Councillor Huxstep had circulated the HCC Divisional Annual Report March 2021 shortly before the meeting.

Covid-19 All Hampshire residents are urged to follow the rules even if they have been vaccinated; Covid has been found to be passed on by 1 in 3 asymptomatic people. Temporary emergency legislation for Temporary Traffic Regulation Orders (TTROs) to support social distancing will remain in place for the time being as a precautionary measure. Council tax bills will shortly be sent out.

District Councillor Weston reported there were no updates since the February meeting. **District Councillor Pearson** had previously circulated the WCC Annual Report for the Central Meon Ward. The WCC portion of council tax had been increased by 3%. WCC has published a full list of charges for the first time.

20.125 Planning (Appendix A)

20.125.1 New applications:

Ref: SDNP/20/01262/FUL and SDNP/20/01263/LIS

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

NO COMMENT

Ref: SDNP/21/01401/FUL

Proposal: Equestrian sand school

Location: The Mill House Mill Lane Droxford SO32 3QS

The Council raised no objection to the application but expressed concern as to the potential impact of drainage from the stable and the sand school into an existing watercourse, i.e the River Meon.

Councillor Horn recommended that clarification is sought as to how waste disposal will be managed.

Request further information via SDNP planning portal	CH/Clerk
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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

NO COMMENT

20.125.2 Planning Report – Appendix A

Decisions determined by SDNPA were **NOTED**.

20.125.3 Winchester City Council's housing development strategy

WCC has a target to build 1000 homes between 2021 – 30 The garage site off The Park in Droxford has been identified as potentially suitable for 3 x 2 to bedroom houses built to passivhaus/AECB standard which would usefully benefit the local community. WCC seeks the Council's view in principle before investigating the capacity of the site.

The Council discussed whether the 13 garages were used by householders for parking or storage or rented out. If 13 parking spaces were to be withdrawn, how would WCC propose to compensate to release space elsewhere in return given the shortage of off-road parking spaces near homes. There has been a paucity of opportunity for young people to buy affordable homes in Droxford. Councillor Horn said the proposed house must have at least 2 parking spaces or parking will worsen. District Councillor Pearson thought parking would depend on the style of the proposed houses but their release should prioritise demand from local villages in continuation of the existing S106 Agreement covering the Park.

20.126 Finance and Governance

1. Payment of accounts.

a) **RESOLVED:** To approve payment of accounts listed in Appendix B.

b) **RESOLVED:** to ratify refund of £963.42 to Clerk for necessary pro-forma payments between meetings for SSE to attend to facilitate groundworks at The Square £861.42; delivery of wildflower turf to the Cemetery £72.00. WCC Pest Control £30.00 .

ACTION

Pass invoices to Chair 22 March	Clerk
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Clerk's Note – 20.126.1b Correction of error in the agenda.
 Remove 'to ratify refund of £963.42 payment to the Clerk...
 Replace with 'to ratify payment of £861.42 to SSE by BACS, and, £102 total refund to the Clerk for £72 Wildflower turf delivery + £30 WCC Pest Control.

2. Bank reconciliation and statement of reserves to 28 February 2021.

NOTED.

3. Executive Checklist.

RESOLVED: To approve; checks and balances are in accordance with procedures set out in the Council's Financial Regulations and in the Practitioners Guide to Governance and Accountability 2020.

4. Resurfacing the Square.

a) Pre-contract start:

SSE will advise the Chair and Councillor Dennington with the date for connection works.

b) Joint Contracts Tribunal Minor Works Building Contract 2016

Variation to Contract:

RESOLVED: To ratify the appointment of O'Neill Construction Ltd to dig a trench from A32 to the Village Hall and install cable ducting for future electric car charging points in the Square. Total cost £3030.00.

c) To note additional fees incurred for variation of contract works.

None received to date.

5. To approve a quotation received from Came and Company of £319.20 per annum for Cyber insurance.

Benefits of cyber cover against perceived high costs for a small council was discussed. Councillor Matthissen highlighted key benefits and was inclined to take out cover while researching further. However the full Council was unable to reach agreement on the matter and further enquiries will be made.

ACTION

Request information from other councils /local contacts with professional knowledge of cyber safety.	Chair/ DS/Clerk
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6. Draft lease agreement between Droxford Cricket Club and the Council.

RESOLVED: to approve, subject to inserting the maximum number of people which can be admitted into the Pavilion at any one time is to be confirmed.

ACTION

Enquire admittance calculation formula.	Chair
Arrange meeting with DCC	Chair/MD
Draw up lease for individual hirers	Chair

7. EMS Ltd quotation for £700 to rectify the level of sunken graves.
Councillor Shepherd had met with EMS contractors and confirmed the amount of work required justified the apparent high quotation.

RESOLVED: To approve.

ACTION

Raise purchase order and liaise date with EMS	Clerk
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8. Hampshire Lengthsmens Agreement between Soberton Parish Council and Droxford Parish Council.

The Hampshire Lengthsmen project funded by HCC is worth £1000 p/a for paid labour. The contract is administered by Soberton Parish Council. **RESOLVED:** To ratify agreement signed on behalf of the Council by the Clerk on 5th March.

ACTION

Consult FP warden re list priority tasks identified as the steps on FP8 and Cut Throat Lane near to Cemetery	FP warden and Clerk
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9. Southern Scottish Electricity contract:

RESOLVED: to approve contract renewed from 1 April 2021-23

20.127 **Parish Matters – Green Spaces**

Cemetery

Councillor Shepherd had circulated the Green Spaces Working Group report.

She was grateful for community support carrying out new and re-landscaping work at the Cemetery on 27th February; allotmentees deserved a special mention. A circle was dug out where new wild flower turf will be laid around the newly planted cherry tree. The original turf is to be recycled at the Recreation Ground. Relaying the path is on course to start 25th April. Levelling graves had been discussed with EMS. It had been agreed to level all of the existing graves initially and call the contractor in subsequently on a casebycase basis. A quote for £78-00 per year for wildflower turf maintenance was not acceptable.

ACTION

Post advance notice of date path will be laid.	Clerk
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Allotments

Tree felling previously approved will take place on 14/25 March. Councillors Dennington and Horn were reminded to cap the well. New allotmentees' contracts have been signed and all allotment rents have been received. The waiting list needs updating. An untended allotment has been identified.

ACTION

Send notice of non-cultivation letter.	Clerk
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Recreation Ground

The Cricket Club requires extra storage but have been advised that capital spending funds have been allocated for 2021-22. The captain

has been advised to apply for a grant from WCC. A report of rat infestation was investigated by the Pest Control Officer; no evidence of infestation was found. Lime tree canopies have been raised and epicormic growth cut back.

ACTION

Discuss storage responsibilities with DCC	Chair/MD
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20.128 Footpaths & ROW

Footpath 17: The field between Whitelands and FP18 has been turned over to sheep grazing. Stock fencing has been erected. A complaint regarding the narrow width of the footpath bordered with barbed wire on 2 sides had been received by the Parish Council. Countryside Access have been engaged to approach the landowner.

The old wooden footpath sign which was in The Square has fallen down. The Footpath Warden has suggested 6 alternative sites. Highways have a duty to provide a sign where the footpath leaves a highway unless the local Council agrees it is not necessary. The Chair asked if the Council thought Highways should replace the sign.

RESOLVED: The Council agreed a replacement sign is unnecessary.

ACTION

Councillor Matthissen reported the steps on FP8 are very slippery.

ACTION

Include in list of lengthsmens' tasks	Clerk
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20.129 Roads & Highways

Temporary Speed Indicator Device (TSID)

Corhampton & Meonstoke PC will loan their device for each 2 week deployment at highways approved sites. Droxford PC will be required to enter into a licence agreement with Hampshire County Council if the Council was minded to make use of the TSID.

RESOLVED: To approve use of TSID.

Councillor Smith undertook to assume responsibility for Highways. The Chair and Councillor Shepherd will conduct a tour of parish assets with the new councillor.

Identify sites Obtain licence agreement from HCC. Obtain dates TSID available.	Chair/Clerk Clerk
New councillor induction	Chair/ DS

20.130 Correspondence and other matters requiring the Council's response.

The Freedom of Information request had been responded to.

20.131 Information Exchange and items for the next meeting.

Play inspection report, review list of lengthsmens' tasks.

20.132 Dates of the next full Parish Council meeting, Annual Parish Assembly. Full PC meeting.

6.00pm Thursday 15th April 2021 via Zoom.

Annual Parish Assembly

The Chair asked if the Council were content to hold the annual meeting in the Village Hall. The hall will operate at half capacity, sufficient to meet historical demand. The meeting will be held on Zoom to accommodate those who do not wish to attend in person.

RESOLVED: the Council unanimously agreed to hold the meeting at the Village Hall (subject to Covid-19 restrictions in force) on Thursday 20 May 2021 at Droxford Village Hall at a time to be agreed.

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

APPENDIX A – PLANNING REPORT 18 March 2021

1. APPLICATIONS DETERMINED

Ref: SDNP/18/05390/CND

Location: The Old Chapel, Police Station Lane, Droxford SO32 3RF

Proposal: (AMENDED PLANS 4/2/21) Removal/variation of condition in relation to SDNP/18/00525/FUL

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/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.

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/21/00773/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.

Ref: SDNP/21/00601/FUL

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

Location: Equestrian stables with hardstanding & replacement fencing.

4. ENFORCEMENT

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.

Status as of 4/12/20: (latest update)

APPENDIX B – FINANCE REPORT (summary of transactions 1 –28 February 2021)

Post meeting note:

The Finance Report was re-issued on 24/3/21 with corrections made to payment of accounts on the agenda in italics; amended payments will be ratified at the PC meeting on 15 April 2021.

INCOME RECEIVED	£
Allotments (of £218.59 total due)	126.72
Field gate donation	258.33
Total	385.05
DIRECT DEBITS & STANDING ORDERS	
DD Telefonica - parish mobile 2/3/21	21.36
R.Hoile Feb salary	520.00
Castle Water - fixed charge	2.40
Total	543.76
DEBTORS	
Square rent	120.00
PAYMENT OF ACCOUNTS TO BE AUTHORISED 18 February 2021	
Estate Maintenance Services Inv 3212 (Feb contract)	300.00
Silversprings Garden Centre Ltd.	768.00
Geosphere Parish Online subscription renewal	45.00
<i>R Hoile for office expenses - £23.66 Internet/office + £83.00 (50% of SLCC subscription) + £72.00 Wildflower turf delivery + £30.00 WCC Pest Control.</i>	<i>208.66</i>
Acorn Tree Specialists	820.00
Total	2,141.66

BANK RECONCILIATION 28 Febraury 2021

BANK ACCOUNTS:		£	£	£
Instant Access AC ...069			87,493.07	
Cemetery AC ...980			6,368.00	
Current AC ...455			2,355.93	
LESS unrepresented payments				
EMS inv 3114 Jan		300.00		
Silverssprings Garden Centre Ltd Inv 0001		768.00		
Acorn Tree Specialists (Cemetery)		650.00		
R Hoile salary		520.00		
EMS inv 3212 Feb contract		300.00	- 2,538.00	
ADD cheque received and not credited.				
Allotment holder		10.83	10.83	
Net balances 28 February 2021				93,689.83
CASH BOOK:				
Opening Balance 1 April 2020			37,051.05	
Add: Receipts to 28 February 2021			88,624.54	
Less: Payments to 28 February 2021			- 31,985.76	
Closing balance per cash book as at 28 February 2021				93,689.83
RESERVES:				
Capital Reserve*			29,713	
CIL/s106 £4798 b/f + £41,414.62 new			46,213	
Cemetery Reserve bank a/c 6368 + £38 to to be transfer			6,406	
ICT Reserve			1,358	
Running Costs			10,000	
Reserves as at 28 February 2021				93,689.83