

# MINUTES

## DROXFORD PARISH COUNCIL MEETING

6.00pm Thursday 16<sup>th</sup> March 2023

Droxford Village Hall

**PRESENT:** Councillors: Mark Dennington, Colin Matthissen, Lewis Smith

**IN ATTENDANCE:** Ailsa Duckworth – Parish Clerk/RFO  
County Cllr Hugh Lumby  
District Cllrs Frank Pearson and Malcolm Wallace

**PUBLIC:** Mr James Matthissen

**23.30 Apologies for absence**

Cllrs Chris Hawkesford, Chris Horn, Janet Melson and Di Shepherd

**23.31 Declarations of Interest**

None were declared.

**23.32 Minutes of the meeting held 16<sup>th</sup> February 2023.**

Minutes of the meeting held on 16<sup>th</sup> February 2023 were approved as a true and accurate record.

**23.33 Chair's Announcements**

(1) Review of matters arising and actions from the Minutes of the 16<sup>th</sup> February 2023.

Actions are **completed** unless otherwise indicated and were as follows:

- a) **Clerk** to add information regarding ID requirement when voting to the website.
- b) **Chair** to submit CIL funding application for a bicycle rack - **IN PROGRESS**
- c) **Clerk** to discuss PC deeds with County Cllr Lumby and feedback at April meeting - **IN PROGRESS**
- d) **Clerk** and **Chair** to liaise with Cricket Club to finalise contract.
- e) **Clerk** to invoice allotment holders for 23-24.
- f) **Clerk** to obtain information requested by Cllrs from Playsafe Playgrounds.
- g) **Clerk** to oversee removal of the water butt at the cemetery; report the leaking standpipe to Portsmouth water and purchase a brown bin for the entrance - **IN PROGRESS**
- h) **Clerk** to frame letter from Buckingham Palace for Village Hall.
- i) **Cllr Hawkesford** to investigate idea of challenge coin as commemorative item.
- j) **Chair** to attend organisation meetings for Coronation Street party - **ONGOING**
- k) **Clerk** to set date and advertise community litterpick.

(2) Cllr Dennington provided a report from the Chair, which had been circulated prior to the meeting.

**23.34 Public Forum**

- (i) Mr James Matthissen came to observe the meeting and had no specific comments.

- (ii) County Cllr Lumby and District Cllr Wallace had sent reports which had been circulated prior to the meeting. There were no questions from Councillors. District Cllr Pearson noted the requirement for ID at elections. County Cllr Lumby reported that funds were available to support coronation events.

[Mr Matthissen, County Cllr Lumby and District Cllr Pearson left the meeting.]

### 23.35 Planning

#### 1. New Applications and Planning Report – Appendix A

**NOTED:** Decisions determined by SDNPA, including Appeals, Enforcement cases and Pre-applications were noted.

[District Cllr Wallace left the meeting.]

### 23.36 Finance and Governance

#### 1. Payment of accounts

- a) **APPROVED:** To authorise payment of accounts listed in Appendix B.
- b) **NOTED:** To ratify payments between meetings made under the Scheme of Delegation (up to £500) or approved by councillors by email (over £500). There were no such payments.
- c) **APPROVED:** To review and approve the Bank Reconciliation for February.

#### 2. Finance

- a) **ONGOING:** Community Infrastructure Levy (CIL).
  - i) **NOTED:** An application for CIL funding will be submitted by the **Chair** to fund a bicycle rack next to the Village Hall. **Cllr Dennington** is to provide the relevant information on design and costings.

#### 3. Governance

There was nothing to report at this time.

#### 4. Pavilion

- a) **NOTED:** There is one new booking for the Pavilion and two for hire of the Rec.
- b) **NOTED:** A revised lease has been agreed with the Cricket Club, which will be reviewed annually. The reciprocal charging arrangement is to be looked into as it appears to have lapsed. The broken window is being replaced on Tuesday 28<sup>th</sup> March. It was agreed that the broken chairs would be removed by a certified rubbish clearance firm; and that the additional small improvement/repair works would be undertaken by the handyman previously used.

ACTION – **Clerk** to review charging with Cricket Club Treasurer.

ACTION – **Clerk** to organise clearance and disposal of chairs and obtain certificate.

ACTION – **Clerk** to arrange for repair works to be carried out.

### 23.37 Allotments, Recreation Ground and Cemetery

- 1. **NOTED:** Allotments – Invoices for 23-24 have been sent out to allotment holders. The **Clerk** is to attend the Allotment AGM in the absence of Cllr Shepherd.
- 2. **ONGOING:** Recreation Ground – Zipwire & Play Area

**NOTED:** The **Clerk** is to contact Playsafe Playgrounds to determine the timescale for the new zipwire installation. The Clerk reported that Play Inspection Company had undertaken the annual safety and compliance check of the play equipment and was awaiting the report from WCC.

3. **NOTED:** Cemetery – Nothing to report.

4. **NOTED:** Garden of Reflection – The Church will reinstate the bollard to prevent unnecessary vehicular access to the Church, as gravel is spreading into the Square. The stakes and fencing behind the Village Hall will be removed and additional mulching is required for the yew trees.

#### **23.38 Lengthsmen**

**NOTED:** RP Gardening, the company contracted to undertake the Lengthsmen duties, have suggested two options for the work schedule for next financial year. Option 1 – five visits as now, with one person attending; Option 2 – four visits per year, with two people attending. Droxford PC has requested option 2.

#### **23.39 Footpaths & ROW**

**NOTED:** Cllr Smith will attend the DMMO inquiry on 27<sup>th</sup> June 2023.

#### **23.40 Roads & Highways**

a) **NOTED:** Cllr Smith reported that the discussions with Highways on White gates were progressing. It was suggested that CIL monies could potentially be used to part fund these.

#### **23.41 Combatting Climate Change**

a) **NOTED:** The Climate Café was considered a success and was attended by 20+ residents, with an initial Working Group meeting scheduled for the 30<sup>th</sup> March. **Cllr Hawkesford** will chair this group and **Cllr Matthissen** will be vice-chair.

#### **23.42 Correspondence and other matters requiring the Council's attention**

a) **APPROVED:** King's Coronation commemorative coin. It was agreed that **Cllr Hawkesford** would order the coins as per the quote and that an application would be made to County Cllr Lumby for part funding.

b) **NOTED:** Coronation Street Party. The Square is to be clear of vehicles for the event on the 7<sup>th</sup> May and residents will be notified about this. The Chair has included details in the forthcoming Bridge magazine.

c) **NOTED:** Annual Parish Meeting. This is to be held on Thursday 18<sup>th</sup> May.

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

#### **23.44 Date of the next Meeting**

6.00pm Thursday 20<sup>th</sup> April 2023, Droxford Junior School.