

## DROXFORD PARISH COUNCIL

### Minutes of the Meeting of Droxford Parish Council held at 7.30pm on Thursday 16<sup>th</sup> June 2016 at the Sports Pavilion, Droxford Recreation Ground

**PRESENT:** Barbara Chandler, Mark Dennington, Nick Fletcher, Dr Penny Gordon, Colin Matthissen, Janet Melson.

**IN ATTENDANCE:** Rosie Hoile – Clerk

**ALSO IN** County Cllr Roger Huxstep, District Councillor Frank Pearson

**ATTENDANCE**

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**16.26** Apologies for absence were received from Chris Horn, Vicki Weston, Linda Gemmell

**16.27** There were no declarations of interest

**16.28** **RESOLVED** to approve Minutes of the Parish Council Meeting held on 19<sup>th</sup> May 2016  
Approval of notes taken at the Annual Parish Meeting on 21 April 2016. **DEFERRED**

**16.29** **Public participation** – None present.

**16.29.1** **County Cllr Roger Huxstep** reported

- The Hampshire Isle of Wight (HIOW) Devolution deal has stalled. The Leader of HCC has proposed a full public consultation ahead of a change of local government structure.
- A grant of £75,000 had been awarded to the Friends of Droxford Church from the HCC Community Heritage Buildings Capital Fund.
- Grants from County Councillors' devolved budget will be available on line from 1 June, the Parish Council should put in a bid for the Play Area.

Cllr Fletcher said this was the ideal opportunity to improve sport and play provision this summer with a storage box for play equipment, rounders, boules, which had been found popular in surrounding villages. The Council and the local parent working group, in consultation to improve play, sport and parking facilities identified in the Parish Plan, had agreed that some family games equipment received now would benefit and encourage wider use the Recreation Ground.

**District Cllr Frank Pearson** reported

- 16.29.2**
- 2 successful prosecutions for fly tipping netting £3900 in court costs and fine and a £1700 fine.
  - Winchester Local Plan Pt 2: Gypsy and Traveller Development Plan. A policy statement has been produced but neither WCC nor SDNP have any sites.

Cllr Huxstep departed at 8 pm.

**The meeting resumed**

**16.30** **Chair's Report.** Business covered under Parish Matters

**16.31** **Planning:** The full Planning Report is appended, see Appendix A

**16.31.1** New planning applications: None

**16.31.2** Planning Decisions: Appendix A

**16.31.3** Planning Appeals: None

**16.31.4** Planning enforcements: Matters arising – Cllr Fletcher gave a brief update. Any application for lawful development comes to the Council for comment.

**16.31.5** Public exhibition of a Holiday Lodge Development at the Uplands Park Hotel site proposed by Eider Ltd.  
The Council will comment following validation of a full planning application. Expected August/September

**16.32 Finance, Grants & Governance**

16.32.1 **RESOLVED** to approve payment of accounts listed in Appendix B

16.32.2 Review of Parish fees:

**RESOLVED** to approve increase in fees and rents from 1 July 2016:

- a) **Cemetery.** To reserve Single Plot £700 (from £600), to reserve Double plot £875 (from £560) Interment of body over 12 years of age £250 (from £200) Interment of ashes in new grave £200 (from £110) Erection of new memorial £150 (from £130). Non-residents without a recent parish connection, double the above charges.
- b) **Droxford Cricket Club.** The hire fee of £285 charged to Droxford Cricket Club to remain the same on condition that the current grass cutting charge of £760 is maintained.
- c) **Allotment plot** rent to be calculated from the current income of all exiting plots, divided by the square meterage of each plot. The plots were measured by the Clerk, Roger Coleman and Dave Berry on 20<sup>th</sup> June. The rent will be commensurate with the current rent proportionate to the exact size of plot.

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHOM</b>
a) Publish new charges on website and send to funeral directors	July	Clerk
b) Advise DCC	June	Clerk
c) Advise allotment holders. Publish new charges on website	June/July	Clerk

16.32.3 **RESOLVED** to charge Parish Green fees commensurate with hire of Village Hall fee. 1 day £120 (residents). 1 day £170 (non-residents). Overspill parking on the Recreation Ground to be included. A donation of £20 to be requested for parking on the Recreation Ground without hire of the Parish Green.

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHOM</b>
Publish Parish Green charges on website	June/July	Clerk

16.32.4 **RESOLVED** – Clerk’s expenses for purchase of Armed Forces Day Flag for £10.00 plus carriage plus VAT

**16.33. Recreation Ground, Cemetery and Allotments:**

16.33.1 The Clerk confirmed weekly play inspections had been carried out by Sam Crutchfield.

Cllr Fletcher reported:

- a) Donation to the PC of approximately £11.00 collected by the local parents Play Area Plan Working Group at the Droxford Country Fair. The Group had since been very pro-active. The idea of a Multi Use Games Area (MUGA) which can double up as occasional extra parking is supported as an opportunity to provide older and team activities.
- b) Funding of £500 from Village SOS has been applied for to run the capital project against which single item invoices can be claimed. See (c)
- c) Steve Lugg - HALC Local Council & People Development (LCPD) has supplied an options report on funding to help the PC effectively identify how to move forward. The report cost £50 at a discounted rate. **APPROVED**
- d) Cllr Fletcher will complete the HCC County Councillors Devolved Budget grant application for the storage box, rounders and other equipment. He hoped the grant, if approved, will allow purchase to be completed in time to present to the local parents at the Fun Run on 9<sup>th</sup> July. It will show that the Play Area Plan will be starting to deliver. **APPROVED**

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHOM</b>
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- 16.33.2 Play Area: Cllrs Dennington and Fletcher have made significant repairs to the slide, are in the process of installing timber edging to the climbing frame and will be addressing re-tensioning the zipwire. The Clerk will be notified when play bark can be ordered to cover the footings.

ACTION	WHEN	BY WHOM
Continue improvements and repairs/place order for playbark.	Summer	MD/NF/

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- 16.33.3 Cemetery matters: the Clerk reported the bench in memory of the late Marion Jack will be installed shortly by Steve Banks. The Council received an update of monies available for Cemetery maintenance in the current budget - £450 was carried forward from 2015/16 budget for tree surgery due to tree surgeons' dates booked in March cancelled due to funerals. There is £500 budget 2016/17 for cemetery and £525 lengthsman extra days for Cemetery (or elsewhere). It was agreed Cllr Gordon will join the Cemetery Working Group.

ACTION	WHEN	BY WHOM
Clerk to liaise with SB	TBA by J Jack	Clerk
Cemetery tour / meeting of Cemetery Working Group	Summer	Clerk/BC/PG

#### 16.34. Roads Transport and Highways

- 16.34.1 Parking Survey update: Some volunteers had come forward at the Droxford Country Fair but there had insufficient time between the Fair and the PC meeting to arrange a survey. **DEFERRED**
- 16.34.2 PACT meeting held Wed 2nd June: Cllr Gordon reported the main issues –
- Theft from gardens up the Meon Valley. In terms of being a victim, Droxford is seen as one of the safest places to live.
  - Fly tipping on the increase. Two successful prosecutions (see District Cllr report Min ref 16.19.2)
  - Motorbike prosecutions - 230 for various offences on the A32 last year.
  - Average speed camera planned for between Midlington Hill/Midlington Road crossroads and St Clair's Farm/Cott Street crossroads, if and when funding promised by the Police & Crime Commissioner (P&CC) comes on-stream to install 4G necessary to power the cameras. Funding subject to P&CC receiving budget.
  - Loomies thrives under new ownership. New bike associated businesses have sprung up on A32.

#### 16.35. Footpaths and ROW:

- 16.35.1 Waltham Ramblers (WR) identified Droxford FP 17 / Soberton FP 9 as where the most urgent replacement of the existing stile with a metal kissing gate is required. This will benefit Droxford walkers as much as Soberton. WR are awaiting completion of 'permission to install forms from landowners to enable WR to carry out works on behalf of Countryside Access on their land. The Clerk has received a list of missing finger/marker posts, yellow marker discs, overgrown access points.

ACTION	WHEN	BY WHOM
Request details form HCC Countryside Access to obtain & Install	Summer	Clerk

- 16.35.2 Lengthsman programme of work w/c 20th June: Two days' work for 2 lengthsman was outlined for the Cemetery, Footpaths 11 & 16, the path adjacent to Union Lane car park, car park entrance and the Square.

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHOM</b>
Lengthsmens' program + Strim nettles by the zipwire	w/c 20 June	Clerk

**16.36 Parish Matters**

16.36.1 Parish Council Surgery held Sat 11th June – The Chair reported poor attendance, a higher exposure with a better response had been gained at the Droxford Country Fair.

16.36.2 **RESOLVED** A Parish Council logo had been chosen by the community from a total of 5 submissions which were displayed at the Droxford Summer Fair and the Parish Council Surgery. The logo will be introduced once copyright compliance is assured.

16.36.3 **RESOLVED.** The Council agreed to re-locate the bin to the entrance of the Square to serve the Square and the A32. Cllr Dennington will make arrangements to move the grit bin to the new location

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHOM</b>
To identify exact location of the grit bin	June	MD/Clerk

**16.37 Consultations, Meetings & Training.**

16.37.1 New Councillor training – the Clerk will send login details to new councillors to access HALC website

<b>ACTION</b>	<b>WHEN</b>	<b>BY WHOM</b>
Fwd HALC logins	June	Clerk

**16.38. Correspondence received which is not included elsewhere on the agenda**

16.38.1 HARAH Rural Housing Week – Invitation. Cllr Fletcher will attend

**16.39 Rolling action plan review: DEFERRED**

**16.40 Items for the next agenda.** None proposed

**16.41 Date of next meeting:** 7.30 pm Thursday 21 July at Droxford Village Hall.

The meeting closed at 9.45 pm

## APPENDIX A - PLANNING REPORT

### 6. PLANNING

#### 6.1 NEW APPLICATIONS

**Reference** SDNP/16/02811/DCOND  
**Proposal** Discharge of Conditions 4, 5, 6, 7, 16 and 17 on planning consent SDNP/15/03895/FUL  
**Address** Townsend Northend Lane Droxford SO32 3QN

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#### PENDING CONSIDERATION FROM PREVIOUS MEETINGS

##### 6.1.2

**Reference** SDNP/16/01652/HOUS (Comment due 18 May. Determination date 13 June)  
**Proposal** Two storey side extension, single storey rear extension and a new bay window.  
**Address** 1 Quantock Cottage Northend Lane Droxford SO32 3QN

##### 6.1.3

**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

##### 6.1.4

**Reference** SDNP/16/00343/DCOND  
**Proposal** Discharge condition 4 in relation to SDNP/15/05497/HOUS  
**Address** Westwoods, Droxford Road, Swanmore, SO32 2PY

##### 6.1.5

**Reference** SDNP/16/01270/LIS  
**Proposal** Internal alterations to create new first floor family bathroom and enlarge the existing breakfast area by removing the existing shower room and stairs  
**Address** Greta House, South Hill, Droxford, SO32 3PB

##### 6.1.6

**Reference** SDNP/16/00064/DCOND  
**Proposal** Discharge of Conditions 15, 19 and 21 relating to SDNP/14/00884/FUL  
**Address** Townsend, Northend Lane, Droxford, SO32 3QN PENDING

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#### 6.2 DECISIONS

##### 6.2.1

**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  
**Decision** **APPROVED**

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#### 6.3 ENFORCEMENT CASES OPEN

##### 6.3.1

**Reference** SDNP/12/00199/BPC  
**Breach type** BPC

**Address** Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH

**6.3.2**

**Reference** SDNP/15/00272/GENER

**Breach type** GENER

**Address** Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH

**6.3.3**

**Reference** SDNP/13/00181/UNCM

**Breach type** UNCONM

**Address** Four Acres, Midlington Road, Droxford SO32 3PD

**6.3.4**

**Reference** SDNP/15/00408/COU

**Breach type** COU

**Address** Swanmore Barn Farm, Park Lane, Swanmore SO32 2QQ

**6.3.5**

**Reference** SDNP/15/00185/COU

**Breach type** COU

**Address** West Spindleberry, Park Lane, Swanmore, SO32 2QQ

**6.3.6**

**Reference** SDNP/13/00238/DEVMON

**Breach type** DEVMON

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

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**APPENDIX B - ACCOUNTS FOR PAYMENT.**

**Clerks expenses 10 June 2016**

Date	Supplier	Item	VAT No	VAT	Net	Gross
06/06/16	Zephyr	Armed Forces Day Flag	120138426	2.79	13.95	<b>16.74</b>
07/06/16	Post Office	12 x 2nd class stamps		-	6.60	<b>6.60</b>
16/06/16		Tel/Broadband allowance		-	6.66	<b>8.33</b>
16/06/16		Premises allowance		-	8.33	<b>6.66</b>
10/03/16		TOTAL		2.79	35.54	<b><u>£38.33</u></b>

**Financial statement for Meeting date :**

**16 June 2016**

**Balances at date :**

**16 June 2016**

Current	1451.27
Tailored	23392.72
Cemetery	1711.44
<b>Total balances</b>	<b><u>£26,555.43</u></b>

Allocated reserve - project	12,000.00
Allocated reserve - cemetery	1,711.44
Unallocated reserves	12,843.99
<b>Total reserves</b>	<b><u>£26,555.43</u></b>

**Accounts for payment:**

**Cheque /  
BACS**

Payee	Details	COST
BACS EMS Ltd inv 16382	Maintenance contract - May	300.00
BACS R Hoile	Office expenses	38.33
BACS R Hoile	May salary	422.60
BACS Electroquote Ltd	Replacement fluorescent / Pavilion	50.00
BACS B. Chandler	Print - PC promotion	6.50
BACS Castle Water	Water 6/11/15 -10/5/16 (187 days)	16.66
		<b><u>£834.09</u></b>

**Receipts since last meeting**

**19 May 2016**

**Payee**

**Details**

**AMOUNT**

DC Foster	Pavilion hire 29 May	45.00
Sams Mobile Catering	April /May pitch rent	88.00
R Hoile	2015/16 expenses adjustment	24.99
Alissa Skipwith - Rees	Parish Green rent	170.00
		<b><u>£ 327.99</u></b>

Signed:.....Date .....

**Bank Reconciliation 1/04/2016 - 31/05/16****BANK :****Curent Account: Unity Trust Bank A/C No.**

Balance as per bank statement No 62 at 31/05/16 1,912.49

Add o/s lodgment: -Less unrepresented cheques: -

	WCC				
300159	Inv5100373546	EV10	35.00		
BACS	Fair Account	EV9	65.00		
BACS	HALC Course	EV11	120.00		
BACS	R Hoile	EV12	94.94		
BACS	EMS	EV13	300.00		
BACS	D Pilcher	EV14	52.00	-	666.94

**Deposit Account: Unity Trust Bank A/C No.**

Balance as per bank statement No 58 31/05/16 23,392.72

**Cemetery Account: Unity Trust Bank A/C No.**

Balance as per bank statement No 8 at 31/05/16 1,711.44

**£26,349.71****CASH BOOK:****Balance a per Cashbook 30/04/16**

Balance b/f 1/04/16 17,382.88

Add Receipts 1/4/15 - 31/05/16 11,610.01

Less Payments 1/4/16 - 31/05/16 - 2,643.18

**£26,349.71****APPENDIX C – ROLLING ACTION PLAN**

Minuted item	Action	Due date	Responsibility	Progress
221.15	Review plot rental agreement - MoU		JM	Work in progress
236.25	SDNP Local Green Space – nomination of Parish Green	May	NF	Work in progress
236.15.3	Enforcement Check email trail to David Townsend	21 April	Clerk	Report received ONGOING
240.15	Memorial bench to be sited in Cemetery	Summer	Clerk	Location agreed
244.15.1	Contact ROW officer to consult Definitive Map held by HCC Countryside Access	April	Clerk	ON HOLD pending request to landowner to check deeds.
16.17.3	Speak to John Coney re installing sleepers to replace slide steps	asap	NF	
16.17.4	Review Cemetery Regs & practices	June /July	BC/Clerk	
16.20.4	Decide new location of grit bin Move grit bin	Summer	Council CH	
16.20.5	Enquire ownership of triangle of land north corner of junction of B2150 with A32	asap	Clerk	