

# MINUTES

## DROXFORD PARISH COUNCIL MEETING

6.00pm Thursday 19<sup>th</sup> January 2023

Droxford Village Hall

**PRESENT:** Councillors: Mark Dennington, Chris Horn, Colin Matthissen, Janet Melson (Chair), Lewis Smith

**IN ATTENDANCE:** Ailsa Duckworth – Parish Clerk/RFO

**PUBLIC:** Mr Chris Hawkesford

### 23.01 Apologies for absence

CLlr Di Shepherd; County CLlr Hugh Lumby, District CLlr Malcolm Wallace

### 23.02 Declarations of Interest

None were declared.

### 23.03 Minutes of the meeting held 8<sup>th</sup> December 2022

Minutes of the meeting held on 8<sup>th</sup> December 2022 were approved as a true and accurate record.

### 23.04 Chair's Announcements

(1) Review of matters arising and actions from the Minutes of the 8<sup>th</sup> December 2022. Outstanding actions were as follows:

- a) **Clerk** to submit the Parish precept requirement before 6th of January 2023 – **COMPLETED**
- b) **Clerk** to submit the annual monitoring return of CIL funds received in 21-22 and publish on website before 31st of December 2022 – **COMPLETED**
- c) **Clerk** to provide three current quotes for the proposed zipwire works at the January meeting – **ONGOING**

(2) The Chair brought forward item 7.3a, Co-option of Mr Chris Hawkesford. It was unanimously agreed by those present that Mr Chris Hawkesford be co-opted as a member of Droxford Parish Council.

<b>ACTION – Clerk</b> to confirm co-option with the Returning Officer; create email address for Mr Hawkesford; and add details to the website.
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(3) The Chair reported that increased media coverage was going to be used to enhance the U189 closure campaign, in particular covering the damage to the habitats of water voles.

(4) The Chair had attended the HALC Appraisal Training in order to ensure the Clerk is working to the required standard and supported, where required.

### 23.05 Public Forum

- (i) There were no members of the public present.
- (ii) County CLlr Lumby had sent a report which had been circulated prior to the meeting. There were no questions from Councillors. District CLlr Wallace had sent

a report which had been circulated prior to the meeting. Reference was made to WCC's CIL funds and the Chair suggested that clarification should be sought regarding whether, as a Parish entirely within the SDNPA that receives Neighbourhood CIL from SDNPA, Droxford would be eligible to receive WCC CIL funds.

## 23.06 Planning

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

**NOTED:** Decisions determined by SDNPA, including Appeals, Enforcement cases and Pre-applications were noted. There were no new applications requesting comments.

## 23.07 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 December.

### 2. Finance

- a) Budget 23-24

**ACTION – Clerk** to confirm the finalised draft budget with Cllr Matthissen and publish.

- b) **ONGOING:** Community Infrastructure Levy (CIL).
  - i) **NOTED:** The CIL funding deadline has been extended to 31<sup>st</sup> March. Droxford PC currently has no identified project requiring SDNPA CIL funding and would not be submitting an application.
  - ii) **NOTED:** The Chair, Cllr Matthissen and the Clerk held a Teams meeting with Nikki Allen, CIL Officer to discuss the allocation and spending of Droxford's Neighbourhood Portion of the CIL monies accrued by SDNPA. It was confirmed that the zipwire project was eligible for use of CIL and would be taken forward. A briefing document following the meeting had been shared by the Chair with councillors.

**ACTION – Clerk** to continue to include CIL funds as a separate line on the monthly bank reconciliations.

- c) **NOTED:** Winchester City Council Community Grants Webinar for Parish Councils. The Clerk attended a webinar to find out about local funding opportunities and the help available to PCs wishing to make applications.
- d) **NOTED:** The internal audit for Q3 took place on 17<sup>th</sup> January, with no points of note. VAT is to be claimed for the previous quarters, totalling approximately £3,000.

**ACTION – Clerk** to submit VAT claim to HMRC.

### 3. Governance

- a) **APPROVED:** Co-option of Mr Chris Hawkesford. This agenda item was brought forward to 23.04 (2).
- b) **ONGOING:** Driver Belcher/Deeds. It was reported that a copy of the deeds for the Recreation Ground had been located and the car park on Union Lane was registered with the Land Registry. All other assets were unregistered and deeds were at present still unlocated. The item will be deferred until April's meeting.

**ACTION – Clerk** to liaise both with **County Cllr Lumby** and other local Clerks to get advice and suggestions for next steps.

- c) **NOTED:** Pension Regulator redeclaration of compliance – deadline 28<sup>th</sup> March 2023.

**ACTION – Clerk** to ascertain the pension scheme used and complete the redeclaration within the deadline as per the Workplace Pensions Law requirement.

- d) **NOTED:** HALC AGM – Consideration of revised HALC Articles of Association. The Chair had circulated the revised Articles of Association and requested that Councillors respond to HALC accordingly.
- e) **APPROVED:** PARISH.UK – Details of the new website, which has recently been launched to provide a consistent framework to display open-source data about parishes across England and Wales, had been circulated prior to the meeting and all Councillors were happy for their details to be added to the Droxford webpage.

### 4. Pavilion

- a) **NOTED:** There were no new bookings to date.
- b) **NOTED:** The annual fire extinguisher maintenance check had been undertaken by Hampshire Fire Protection Ltd., and a certificate issued.

## 23.08 Allotments, Recreation Ground and Cemetery

- 1. **NOTED:** Allotments – The tree on the boundary requiring attention is scheduled for cutting back on the 23rd of January.

**ACTION – Clerk** to finalise revised costs for allotment holders for 23-24 with Cllr Shepherd and send invoices.

### 2. ONGOING: Recreation Ground – Zipwire & Play Area

- i) **NOTED:** Quotes for zipwire replacement from Ava Recreation and Rhinoplay Ltd. had been received and circulated to the councillors. A further quote from Kompan was in progress, with an onsite visit planned. Once final, this quote will be circulated and the three compared for best value. It was reported that the timber and bark from the previous zipwire had been removed by Ways & Design Ltd. as instructed.
- ii) **NOTED:** Droxford has registered for WCC's annual Play Inspection and details of when it will take place will be shared by WCC nearer the time.

**ACTION – Clerk** to progress the Kompan quote as soon as possible.

3. **NOTED:** Cemetery – It was reported that the water butt will be removed now that water has been installed. The creation of granite markers for the unmarked graves are underway.
4. **NOTED:** Garden of Reflection – It was agreed that the quotation on the armillary sphere will be repeated on the top of the plinth and advice will be sought from the companies involved in procuring the plinth and installing the memorial on how best to do this.

**ACTION – Chair** to take this forward.

#### 23.09 Lengthsmen

**NOTED:** The Lengthsmen visited Droxford on the 21<sup>st</sup> December and completed all items on the work schedule. A timetable for 2023 has not yet been circulated.

#### 23.10 **NOTED: Footpaths & ROW**

- i) **NOTED:** A meeting had been held with the Community Engagement Ranger for the South East Hants Access Team, who provided guidance on how to report issues for sharing on the website; and will provide signage relating to dog fouling and bike access on Footpaths and ROW. Help directing the Lengthsmen, depending on what issues have been reported to the Team, will also be provided as appropriate.

**ACTION – Clerk** to follow up on actions agreed at the meeting.

- ii) **NOTED:** The Planning Inspectorate has informed Droxford PC of The Hampshire (City of Winchester No. 50) (Parish of Corhampton and Meonstoke and Parish of Droxford) Definitive Map Modification Order 2019, for which a local inquiry will be held on 27<sup>th</sup> June 2023 in Soberton Village Hall.

**ACTION – Clerk** to confirm attendance from Droxford PC.

#### 23.11 Roads & Highways

- a) **NOTED:** SmartWater signage. After lengthy discussion, the Parish Council resolved to maintain its stance that it will need to be presented with data to show at least a 50% uptake/installation of Smartwater throughout the whole of the Parish before consideration can be given to any type of signage. The Parish Council cannot enter into an arrangement that may be viewed as providing free advertising for a commercial, profit-making company. Further reference to the SmartWater Foundation was also questioned as it appears from a brief search of company records that this group has been dissolved. **Cllr Smith** will feedback this decision to the Chair of Droxford Neighbourhood Watch.
- b) **NOTED:** The TSID will be in place for two weeks in its normal place in The Square. Swanmore PC have kindly offered a Speed Limit Reminder to Droxford PC when it is replaced later in the year.

#### 23.12 Correspondence and other matters requiring the Council's attention

- a) **NOTED:** Correspondence received from John Symes regarding bidding for CIL funds. Following a meeting with the CIL Officer, the Clerk will respond to Mr Symes and include the Chair's briefing summary, as noted in 23.07 2bii.

- b) **NOTED:** King's Coronation. Wilfrid's Café and the Country Fair Committee have agreed to jointly fund a small commemorative item for children of the Village, along with the PC. The Chair has submitted an article to the Bridge magazine requesting ideas from residents as to what the commemorative item could be.
- c) **NOTED:** Climate Café. A date has been set, in conjunction with Mr Stuart Mills from WinACC (Winchester Action on the Climate Crisis) and Wilfrid's Café, for Saturday 25<sup>th</sup> February 11am – 12.30pm for the first event. Table leads have been agreed and the Clerk will advertise the café locally. It was decided that Cllr Hawkesford and Cllr Matthissen would represent Droxford in Electric Vehicle Charging Point (EVCP) discussions with companies providing the set up. It is hoped that this will be a topic generating feedback from residents at the Café.

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

**23.14 Date of the next Meeting**

6.00pm Thursday 16<sup>th</sup> February 2023, Droxford Village Hall.