

**DROXFORD PARISH COUNCIL**  
**Minutes of the Meeting of Droxford Parish Council**  
**6.30pm on Thursday 19 April 2018 at the Village Hall, the Square, Droxford**

**PRESENT:** Barbara Chandler – Chair, Mark Dennington, Colin Matthissen, Chris Horn, Janet Melson - Vice-Chair, Ann Newman  
**IN ATTENDANCE:** Rosemary Hoile – Parish Clerk/RFO.  
**PUBLIC** No members of the public were present.

**17.146 Apologies for absence.** None

**17.147 Declarations of interest**

Ann Newman declared an interest in respect of agenda Item 7 in respect of the allotments. Chris Horn declared a prejudicial interest in respect of agenda item 6.1 SDNP/18/01491/FUL.

**17.148 Minutes of the Parish Council meeting held on 22 March 2018.**

The Council **RESOLVED** to approve the minutes previously circulated as a true and accurate record and were signed by the Chair.

**17.149 Public Forum**

17.149.1 Questions representations from members of the public: No members of the public were present.

17.149.2 County & District Councillors annual reports had been previously circulated.

**17.150 Finance, Grants and Governance**

17.150.1	The Council <b>RESOLVED</b> to authorise payment of the following accounts			£
	DD	SSE Q4 19 Dec to 27 March 20		23.54
	EV64	BACS Austin Plumbers, clear debris in manhole replace cover/frame		300.00*
	EV65	BACS EMS March grounds maintenance contract		300.00
	EV8	chq BT Payphones – purchase of Heritage kiosk, High St, Droxford		1.00
		SO R Hoile March salary		491.04
	EV1	BACS HALC affiliation fee & NALC levy 2018/19		269.00
	EV2	BACS Austin Plumbers Ltd – jetting & associated wks nr Pavilion		894.00 *
	EV3	chq HCC Street lighting 1/10/17 - 31/3/18		414.65
	EV4	chq M. Stevens bus shelter clean, Nov - March yr-end 17/18		64.00
	EV5	BACS R Hoile – office expenses to 16/4/18		158.21
	EV6	DD SSE Qtr 4 2017-18 19/12/17 - 27/3/18 Pavilion electricity		23.54
	EV7	chq Winchester City Council - to empty dog waste bin		35.00

\*Unforeseen expenditure following callout assigned to the maintenance budget to clear blocked kitchen gully, install gully grate & mesh and restore flow, unblock septic tank. Flow not fully restored, further works required to remove tree roots.

17.150.2 The Council **NOTED** income received 17 March – 17 April

IV1	Droxford Country Fair donation for new play equipment	2,250.00
IV2	WCC Precept (Pt 1 of 2 / £29,990 2018/19 request)	14,995.00
IV3	CTS grant (P 1 of 2 £462 2018/19 allocation)	231.00
IV4	Allotment rents	78.83

17.150.3 The Council **APPROVED** the unaudited Statement of Income and Receipts for the financial year ending 31 March 2018.

17.150.4 The Council **APPROVED** the bank reconciliation for the financial year ending 31 March 2018. The closing balance is £27,858.09

17.150.5 The Council **APPROVED** reserves held on 31 March 2018. Cllr Matthissen had recommended maintaining running costs reserve of £9000 which is approximately 50 % of the annual Precept; total ear marked reserves £14,012; capital reserve £4846. Total £27,858 (rounded).

17.150.6 The Council **NOTED** receipt of the signed BT Payphones contract and agreement following purchase for £1. The kiosk had been included in the list of assets before the year end. BT will notify the Council when the telephony will be removed.

17.150.7 General Data Protection Regulations.

The Chair reported on the briefing received at the Winchester District of Local Councils (WDALC) meeting on 16 April. The County Association (HALC) and the National Association of Local Councils (NALC) are still waiting for the

Information Commissioners' Office (ICO) to draft instructions for small organisations; currently there are issues concerning the cost and time taken for training to achieve competency for Data Protection Officers in parish councils. Councils are advised parish clerks should continue to fulfil the function in the interim. The Council as a body is the Data Controller. An information audit must be conducted and procedures put in place before 25 May 2018. The Parish Council has a ring fenced reserve of £2000 for Internet Computer Technology to upgrade ICT if risk is identified during the course of the audit. Councillors must separate personal/ business email from council business

ACTION	WHEN	WHO
1. Set up a .droxfordpc@gmail address.	Asap	MD,CM
2. Information audit/obtain consents.	Before 28 May	Holders of distribution lists.
3. Finalise draft policies and look into adequacy of current IT.		Chair / Vice Chair /Clerk

17.150.8 The Council **NOTED** it was the last parish council meeting before Parish Council elections on 3 May 2018. The Clerk had received notice of an uncontested election, therefore parish councillors have been duly elected without contest.

### 17.151 Planning

17.151.1 New applications:

**Ref: SDNP/18/01491/FUL** North Spindleberry Park Lane Upper Swanmore SO32 2QQ

Proposal: Erection of barn.

The Council raised **OBJECTION**. **Action** - Cllr Dennington and the Clerk to respond.

**Ref: SDNP/18/01912/LIS** The White Horse Inn South Hill Droxford SO32 3PB

Proposal: Installation of 1x illuminated projecting sign and 1x illuminated name board

The Council raised **OBJECTION**. The Council to request lux levels are in line with SDNP policies. **ACTION - Clerk**

**Ref: SDNP/18/01911/ADV** The White Horse Inn South Hill Droxford SO32 3PB

Proposal: Installation of 1x illuminated projecting sign and 1x illuminated Name board to exterior of the building.

The Council raised **OBJECTION** The Council to request lux levels are in line with SDNP policies. **ACTION - Clerk**

**Ref: SDNP/18/01788/HOUS** Granary End Mill Lane Droxford SO32 3QS

Proposal: Car port extension to existing garage.

The Council **DEFERRED** passing comment pending more time to consider the application. **Action** - Cllr Dennington

17.151.2 **Planning Report Appendix B**

The Planning report was **NOTED**.

### 17.152 Recreation Ground, Cemetery & Allotments

17.152.1 Pavilion:

'Pimp our Pavilion' (POP) meeting 14 April 2018:

Cllr Newman reported that the group had cancelled the Royal Wedding event on 19 May. Assumptions that donations held in the 'Pimp our Pavilion' earmarked capital reserve could be drawn down to seed-fund cash-flow for fund raising had caused dissent. Money held in the Parish bank account was donated by the public for the purpose of refurbishing the pavilion. The Local Government Act 1972 proscribes switching money from a capital reserve to reserves held for running costs. Cllr Newman proposed that the Council should consider a donation to help fund future events if the group submits proposals and costings. Cllr Newman will maintain contact with the group to determine the next step.

### 17.153 Date of the next meeting:

7.30 pm Thursday 17 May 2018, -Droxford Village Hall.

Annual Meeting of the Parish Council followed by routine business

The meeting closed at 6.20 in preparation for the Annual Parish Assembly at 7.30 pm

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

## Droxford Parish Council

### BANK RECONCILIATION 1 April 2017 – 31 March 2018

#### BANK ACCOUNTS

Current A/C: Unity Trust Bank A/C No. ....455

**Balance** as per bank statement No 92 as at 31/03/18 1,325.28

Deposit A/C: Unity Trust Bank A/C No....069

**Balance** as per bank statement No 81 as at 31/03/18 22,379.19

Cemetery A/C: Unity Trust Bank A/c No..980

**Balance** as per bank statement No 31 as at 31/03/18 2,715.62

#### Add unlodged receipts

IV28 Droxford Country Fair 2,250.00

IV 29 Sams Mobile Catering 88.00

#### Less unrepresented payments

EV59 EMSInv 668 -300.00

EV64 Direct Jetting Services inv 1671 -300.00

EV65 EMSInv 708 -300.00 1,438.00

**27,858.09**

#### CASH BOOK:

Balance as per Cashbook 31/03/18

Balance b/f 1/04/17 25,919.99

Add Receipts 1/4/17 - 31/03/18 47,641.44

Less Payments 1/4/17 - 31/03/18 -45,703.34

**Balance c/f 31/3/18 27,858.09**

#### RESERVES 31 March 2018 (rounded)

Capital reserve 4,846

Cemetery reserve 3,500

ICT Reserve 2,000

Country Fair contribution to play equipment 2,250

PC match funding 2,250

Raise the Rec funds 802

Play equipment total 5,302

Raise the Rec funds - Pavilion 3,210

Running costs 9,000

**27,858**

**Reserves c/f 27,858.09**

## APPENDIX B – PLANNING REPORT 11 April 2018

### 1. APPLICATIONS IN PROGRESS

Reference: SDNP/18/01792/DCOND  
Proposal: Discharge on Condition 3 on planning consent SDNP/17/01630/FUL  
Convert existing building to residential and 2 storey extension to the rear (Amended description)  
Address: Droxford Antiques, High St, Droxford, (INCORRECTLY ASCRIBED TO THE BAKERS ARMS)

Reference: SDNP/18/01336/FUL  
Location: 4 The Park Droxford Southampton SO32 3QQ  
Proposal: Single storey rear extension

Reference: SDNP/18/00525/FUL  
Proposal: Proposed change of use, refurbishment and conversion of existing shop (Use Class A1) into a single dwelling house (Use Class C3)  
Address: The Old Chapel, Police Station Lane, Droxford, SO32 3RF

Reference: SDNP/17/05396/FUL  
Proposal: Creation of new vehicular access to highway  
Address: Corhampton Golf Club Shepherds Farm Lane Corhampton SO32 3GZ

### 2. DECISIONS

Reference: SDNP/17/03779/FUL  
Proposal: Change of use of first floor accommodation to 3 residential flats  
Address: Office Over Meringtons Convenience Store Garrison Hill Droxford SO32 3QL  
Decision: APPROVED

Reference: SDNP/17/04520/LDE  
Proposal: Change of use of land from agricultural to equestrian.  
Address: Swanmore Barn Farm, Park Lane, Swanmore, Southampton, SO32 2QQ  
Decision: APPROVED

### 3 ENFORCEMENT (current since last notification 28/11/17)

Ref: SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD  
Alleged unauthorised use of mobile homes for residential purposes.

Ref: SDNP/17/00674/ADVERT The White Horse Inn, South Hill, Droxford, SO32 3PB  
Alleged unauthorised changes to signage without LBC

Ref: SDNP/16/00367/COU Land at Droxford Lane Hampshire SO32  
Alleged residential mobile homes x 2

Ref: SDNP/17/00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, Swanmore SO32 2QW  
Alleged residential mobile homes.