

MINUTES
DROXFORD PARISH COUNCIL MEETING
6.00 pm Thursday 16th September 2021
Droxford Village Hall, the Square, Droxford SO32 3RB

PRESENT: Councillors: Mark Dennington, Angharad Heller, Chris Horn, Lewis Smith, Janet Melson (Chair), Di Shepherd

IN ATTENDANCE: District Councillor Frank Pearson
Rosemary Hoile – outgoing Parish Clerk
Ailsa Duckworth – incoming Parish Clerk

PUBLIC: None

- 21.24 Apologies for absence**
Colin Matthissen, County Councillor Hugh Lumby
- 21.25 Declarations of Interest**
None
- 21.26 Minutes of the meeting held 6th May 2021**
Minutes of the meeting held on 6th May 2021 were approved as a true and accurate record.
- 21.27 Chair's Announcements**
The new Clerk, Ailsa Duckworth, was welcomed.
The Chair reviewed actions and matters arising from the following meetings: 15th April, 4th May and 6th May; and also the informal meeting held 29 June.
Cyber Insurance. Item DISCHARGED.
Wayfarers Walk – fingerpost. Replacement costs have been obtained and the post will be reinstated if a request to do so is received.
Churchill bench. The new bench is in place. [Post meeting note: A formal thank you letter from The Chair was sent to the donor in May.]
- Cemetery – Levelling sunken graves.** Item DISCHARGED.
Play area – replacement toddlers swing seats. Item DISCHARGED.
Zip wire. Item to be discussed in Green Spaces report.
Request to erect an 'A' frame. Item DISCHARGED.
- 21.28 Public Forum.**
- (i) No members of the public were present.
 - (ii) Councillor Lumby provided a written report. Councillor Pearson confirmed that the Hill Farm site is on the enforcement list and has been passed to South Downs National Park. It was also stated that the potholes had been framed, suggesting their erosion from heavy traffic had been noted for repair. Councillor Pearson was concerned that the site had been in breach for almost 10 years, and therefore a certificate of lawfulness could be issued.

21.29 Planning

1. New Applications.

Ref: SDNP/21/04495/FUL (*comment by 8/10/21*)

Proposal: Construction of a timber clad winery building and an occasional wedding venue

Location: Poppy Down Farm Vineyard Mayhill Lane Droxford Southampton Hampshire SO32 3AH

NO COMMENT

Ref: SDNP/21/03907/FUL (*comment open*)

Proposal: Proposed L shaped stable block - consisting of 2 stables, hay store & tack room.

Location: Spindleberry, Stable Block 2 Park Lane Swanmore SO32 2QQ

NO COMMENT

Ref: SDNP/21/04260/TCA (*comment open*)

Proposal: T1. Cypress 9x7m approximately. Located in rear garden adjacent to gate. Fell to ground level. Tree has become large and is obstructing access into rear garden.

Location: 5 South View, Droxford SO32 3QJ

NO COMMENT

Ref: SDNP/21/04255/TCA (*comment open*)

Proposal: H1. Lawson Cypress Hedge 6x9m approximately. Fell to ground level. Replant with new hedge of a species to be decided.

Hedge is in a very poor condition, very patchy dead and dying.

G2. Horse Chestnut x8 7x6m approximately. Fell to ground level.

Trees are all self-seeded and do not fit in with the proposed new design for the garden

G3. Lawson Cypress x4 18x6m approximately. Fell to ground level.

These were removed recently due to storm damage and their dangerous condition.

G4. Lawson Cypress x4 21x8m approximately. Fell to ground level.

The trees are very large and dominate the adjacent stable block which is currently being renovated as the family's accommodation whilst major works are carried out to the main house. The property owner already has consent to reduce them by 40% but I feel they would be better felled to enable the suppressed yews beneath to have more light and develop.

T5-7. Common Yew 15x13m approximately. Remove major deadwood and stumps. Crownlift and cut back low branches.

The low branches are causing damage to the roof of the outbuilding which is about to be replaced.

T9-10. Monterey Cypress 18x12m approximately. Fell to ground level.

These are in a very poor condition and lean towards neighbouring properties.

On close inspection several roots have been damaged in the past, which could mean the tree may become unstable in the future and could be prone to being windblown.

T11. Norway Maple 7x7m approximately. Fell to ground level.

The tree has outgrown its position within the garden, which is currently being re designed and planted.

T12. Box Elder 15x15m approximately. Remove and tidy broken and torn

branches on northern side of crown.

The tree was damaged by the storm damage inflicted on G3.

Location: Manor House High Street Droxford SO32 3PA

NO COMMENT

2. Planning Report – Appendix A

Councillor Horn gave an update on the applications determined and in progress. Decisions determined by SDNPA, Enforcement cases and Pre-applications were **NOTED**.

3. Winchester City Council’s housing development strategy. No update received.

4. Uplands Park site. The Parish Council responded to the most recent application in a letter dated 13th July 2021.

21.30 Finance and Governance

1. Payment of accounts

a) **RESOLVED:** To authorise payment of accounts listed in Appendix B. (Appendix B has been updated to show correct Income Received total and correct Telefonica DD)

b) **RESOLVED:** To ratify payments between meetings made under the Scheme of Delegation (up to £500) or approved by councillors by email (over £500). Namely: Application of nematodes to remove chafer grubs around the graves £250.

c) **RESOLVED:** To approve the bank reconciliation 1 April 2021 to 31 August 2021.

2. The Pavilion

a) **DEFERRED:** To approve a private hire agreement for the pavilion. Invoice numbering to be amended.

b) **NOTED:** To note bookings to date made under the temporary agreement (four bookings).

3. Appointment of internal auditor

RESOLVED: To continue to receive an internal audit service from Fair Account for 2021-22 and approve the Clerk to sign the Letter of Engagement.

4. Disbursement of grants

APPROVED: To authorise disbursement of grants approved in the 2020-21 budget.

a) Home Start £250; Meon Valley Community First Responders £250; Citizens Advice £150

b) RBL wreath – Service to be held 14th November 2021

5. To renew Parish Council insurance policy with Came & Company

APPROVED: Premium £597.97, total cost including fees and IPT £719.93.

6. Appointment of the new Clerk

a) **DEFERRED:** To approve the Clerk’s salary and contribution to pension.

b) **APPROVED:** To approve payment of the Clerk’s salary by Standing Order.

7. To review the bank mandate and signatories

a) **APPROVED:** To remove Rosemary Hoile as the administrator for the parish bank account after 30th September 2021.

b) **APPROVED:** To authorise Ailsa Duckworth as the administrator of the parish bank account from 1 October 2021.

c) **APPROVED:** To confirm signatories from 1 October 2021.

8. Parish Council address

DEFERRED: To consider adoption of a PO Box number as the Parish Council's business address. Incoming Clerk to advise of preference.

9. Neighbourhood Watch

APPROVED: Scam awareness event 6pm 7th October at Droxford Church. Receipts up to the value of £50 will be paid with an s137 donation towards refreshments at the event.

10. Drain in Square and catchpit in Church yard

DEFERRED: Councillor Dennington will seek quotes from drainage companies for emptying the drain in the Square and the catchpit in the Church yard and for clearing the pipe between the two. This will be resolved prior to the next meeting.

ACTION

Confirm s137 donation for Neighbourhood Watch event.	Clerk
Obtain quotes for work described.	MD

11. Landscaping works in the Cemetery

a) **APPROVED:** To approve £1408 to cover bank with weed suppressing membrane and bark.

b) **APPROVED:** To approve £750 to cover purchase of yew hedging with £150 contingency for compost.

12. Annual Governance and Accountability Return (AGAR) for year ended 31/03/2021

a) **NOTED:** To note Conclusion of Audit.

b) **APPROVED:** To approve final External Auditor Report and Certificate.

ACTION

Report and Certificate to be posted on Notice Board	Clerk
-----------------------------------------------------	--------------

21.31 Allotments, Recreation Ground and Cemetery

The Green Spaces Working Group Report was received.

Matters arising from the minutes of the previous meeting:

a) **CONFIRMED:** New allotment holders have been noted.

b) **APPROVED:** Request to scan the Recreation Ground with a metal detector.

ACTION

Detectorist to be updated with outcome. Cricket club to be advised.	Chair
---------------------------------------------------------------------	--------------

c) **DEFERRED:** A request from Mr Trevor Hosking has been received which requires a new procedure to be adopted by the Parish Council, when processing Deeds of Assignment to transfer ownership of graves. Mr Hosking will attend the October meeting and this matter will be reported in full at that time.

d) **DEFERRED:** The zip wire membrane needs securing as a matter of urgency. A rubber mulch can replace the membrane and bark but is expensive. However, replacing the membrane and bark annually will also

incur a potentially comparative cost over several years. Councillor Dennington agreed to take this forward.

ACTION

To explore whether there is a better solution to replacing the membrane and bark.	MD
-----------------------------------------------------------------------------------	-----------

21.32 Lengthsmen

NOTED: The visit took place on the 8th September and works carried out were noted. The water run off from the pond on Swanmore Road is to be added to the worksheet for the next visit in January.

ACTION

Water run off to be added to worksheet and provided to Lengthsmen.	Clerk
--------------------------------------------------------------------	--------------

21.33 Footpaths & ROW

APPROVED: A report was received from the Footpath Warden. It is recommended that the Parish Council supports the proposed removal of Droxford FP3 in its entirety from the Hampshire Definitive Map following implementation of Definitive Map Modification Order (DMMO) 1150 [as HCC Made Order 2020].

ACTION

The Footpath Warden is to be thanked for his thorough and comprehensive report.	Clerk
---------------------------------------------------------------------------------	--------------

21.34 Roads & Highways

1. Update received from Councillor Smith regarding the temporary speed indicator device. The TSID will be fitted to a pole and rotated, and data can be downloaded onto a phone to analyse. Councillor Smith will take this forward.
2. HCC Licence Agreement: The licence has been received and is to be signed and returned to HCC by the Clerk.

21.35 Correspondence and other matters requiring the Council's attention

1. **DEFERRED:** Correspondence has been received from Mrs Sally Edwards regarding the speed limit on the central section of the Swanmore Road, which goes past her property, Cherry Hill Farm. Mrs Edwards will attend the October meeting, and discussion will be deferred until then.
2. **DEFERRED:** Queens Platinum Jubilee celebrations 2-5th June 2022. The Chair is to discuss ideas to commemorate the Jubilee with Mrs Mary Hornby-Patterson, in conjunction with Droxford Country Fair.
3. **DEFERRED:** A Carbon Emissions expert gave advice on a previous zoom meeting, but it was felt that additional input was required to make recommendations on what the Parish Council can do.

21.36 Information Exchange and items for the next meeting.

21.37 Date of the next full Parish Council meeting 6.00pm Thursday 21st October at Droxford Village Hall.

APPENDIX A – PLANNING REPORT

1. APPLICATIONS DETERMINED

Ref: SDNP/21/00601/FUL

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

Proposal: Equestrian stables with hardstanding & replacement fencing

DECISION: APPROVED

Ref: SDNP/21/02493/PRE

Location: Red Admiral Vineyard Swanmore Road Droxford Hampshire

Proposal: Construction of 2no. glamping pods with sustainable services

DECISION: ADVICE PROVIDED

Ref: SDNP/21/03340/TCA

Location: South Hill Cottage South Hill Droxford SO32 3PB

Proposal: T1. Wester Red Cedar. Fell. Dominates site and neighbouring property.

Damaging retaining wall.

T2. Lime. Large dead limbs in crown. Remove major deadwood.

DECISION: RAISE NO OBJECTION

Ref: SDNP/21/03011/HOUS

Proposal: An extension onto the west side of the property as well as an oak framed triple car port.

Location: Hazelholt Farmhouse Hazelholt Bishops Waltham SO32 1GA

DECISION: APPROVED

Ref: **SDNP/21/01475/HOUS**

Proposal: Internal refurbishment of ancillary coach house building

Location: Manor House High Street Droxford SO32 3PA

DECISION: APPROVED

Ref: **SDNP/21/01476/LIS**

Proposal: Internal refurbishment of ancillary coach house building

Location: Manor House High Street Droxford SO32 3PA

DECISION: APPROVED

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.

DECISION: RAISE NO OBJECTION

Ref: SDNP/21/01262/FUL

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

DECISION: APPROVED

2. APPLICATIONS IN PROGRESS

Ref: **SDNP/20/00938/FUL**

Location: The Hambleton 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/21/01401/FUL** (closing date for comment 14/4/21)

Proposal: Equestrian sand school

Location: The Mill House Mill Lane Droxford SO32 3QS

Ref: SDNP/21/03394/HOUS

Proposal: Boundary gate

Location: The Mill House Mill Lane Droxford SO32 3QS

Ref: SDNP/21/03822/NMA

Proposal: Change the proposed extension external wall materials and finishes from timber cladding to smooth painted render

Location: Hawthorne House South Hill Droxford SO32 3PB

Ref: SDNP/21/04137/PRE

Proposal: Urgent permission to repair damaged/rotten structural timbers and damaged infill panels on Eastern elevation. Retrospective permission to remove overgrown hedge on Southern boundary and replace with timber fence.

Location: Yew Tree Cottage High Street Droxford Southampton Hampshire SO32 3PA

Ref: SDNP/21/04088/LIS

Proposal: Reinstatement of water damaged plasterwork on first floor of dwelling

Location: The Old Rectory, The Square, Droxford SO32 3RB

Ref: SDNP/21/02993/FUL

Proposal: Retrospective change of use of land for the siting of a rural worker's dwelling (mobile home)

Location: Mayhill Stud Farm, Mobile Home at Swanmore Road Droxford SO32 3PT

Ref: SDNP/21/01666/FUL

Proposal: Erection of horse stables and feed and hay storage.

Location: Hazelholt Farm Hazelholt Bishops Waltham SO32 1GA

SDNP/21/03144/CND

Proposal: Variation of conditions 2, 3, 4, 9, 10, 11, 12, 14, 17, 18, 19, 20, 21, 22, 23, 24, 25 and 26 relating to planning approval SDNP/16/04613/FUL for alterations to the design and layout of the proposed holiday lodges, and for changes to the occupancy condition.

Location: Upland Park Garrison Hill Droxford SO32 3QL

3. ENFORCEMENT updated 8/9/21

Ref: SDNP/21/00154/LB Yew Tree Cottage, High Street, Droxford, SO32 3PA. Owners undertaking pre-application for fencing and further works.

Ref: 20/00097/COU Upper Hill Farm, Droxford Road Swanmore

Alleged change of use of land. (superceded Ref:19/00105/BCOND Hill Farm Orchards. Planning application requested to regularize breach)

4. PRE-APPLICATIONS

Ref: SDNP/21/04643/PRE

Proposal: To create luxury 5 hotel using existing building and construction of a new 3 storey building to create an additional 47 hotel rooms. Amenities to include indoor pool, spa and gymnasium.

Location: Fairfield House Midlington Road Droxford Southampton Hampshire SO32 3PD

Ref: SDNP/21/03781/PRE

Proposal: Various works to Grade 2 property.

Location: Greta House South Hill Droxford Southampton Hampshire SO32 3PB

APPENDIX B – FINANCE REPORT 16th September 2021 for the period 1/7/21 – 31/8/21

INCOME RECEIVED	£
VAT refund	13,537.13
SSE Services Ltd (refund /connection works - The Square)	130.19
Square rent	88.00
Hirings (including £200 refundable deposits)	250.50
Total	14,005.82
DEBTORS (to 8/8/21)	
Total	96.00
STANDING ORDERS & DIRECT DEBITS	
SO R Hoile salary July £520 + August £520	1,040.00
DD Telefonica - parish mobile1 July – 31 August	43.66
DD Castle Water	26.54
Total	1,110.20
PAYMENT OF ACCOUNTS	
Estate Maintenance Services - July	300.00
Estates Maintenance Services - August	300.00
J T Carpentry & Building	295.00
Woodscape Ltd	1,864.80
Metroplan Ltd	32.34
R Hoile for office expenses	65.82
PKF Littlejohn LLP	360.00
Total	3,217.96

BANK RECONCILIATION 1/4/2021 – 31/8/2021

BANK ACCOUNTS:		£	£	£
Instant Access AC ...069		42,033.17		
Cemetery AC ...980		6,255.03		
Current AC ...455		3,438.93	51,727.13	
LESS unrepresented payments				
Estates Maintenance Services Ltd -July		-300.00		
The Sign Shed		-23.19		
Estates Maintenance Services Ltd - August		-300.00		
Metroplan		-32.34		
Woodscape Ltd		-1,864.80		
J Tucker Carpentry & Building		-295.00		
Add unrepresented cheque		118.00	-2,697.33	49,029.80
CASH BOOK:				
Opening Balance 1 April 2021			88,232.93	
Add: Receipts to 31 August 2021			41,263.35	
Less: Payments to 31 August 2021			- 80,466.48	49,029.80
RESERVES:				
Capital Reserve*			35,399	
CIL/s106			-	
Cemetery a/c 6368b/f + £38+£62(25% memorial/burial fees)+ J Studer donation £800 =£7268 LESS £4995 (resurfaced path)			2,273	
ICT Reserve			1,358	
Running Costs			10,000	
Reserves as at 31 August 2021				49,029.80
* <i>Balancing figure</i>				