

**MINUTES**  
**DROXFORD PARISH COUNCIL MEETING**  
**6.00 pm Thursday 9<sup>th</sup> December 2021**  
**Droxford Village Hall, Droxford**

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

**IN ATTENDANCE:** County Councillor Victoria Weston  
Ailsa Duckworth – Parish Clerk/RFO

**PUBLIC:** None in attendance

- 21.52 Apologies for absence**  
Angharad Heller, Chris Horn, Hugh Lumby
- 21.53 Declarations of Interest**  
Cllr Matthissen declared an interest relating to agenda item 7.4. (21.58, item 4)
- 21.54 Minutes of the meeting held 18<sup>th</sup> November 2021**  
Minutes of the meeting held on 18<sup>th</sup> November 2021 were approved as a true and accurate record.
- 21.55 Chair's Announcements**  
(1) Review of Matters arising  
The Chair reviewed actions and matters arising from the minutes of the 18<sup>th</sup> November 2021.
- (a) **Speed limit on Swanmore Road** – Completed. ITEM DISCHARGED
  - (b) **Planning application opinion** – Completed. ITEM DISCHARGED
  - (c) **Reserve account information updated** – Completed. ITEM DISCHARGED
  - (d) **Droxford Pavilion – label water supply** – Clerk to email MD
  - (e) **Update contacts with new PO Box address** – Ongoing. ITEM DISCHARGED
  - (f) **Confirm budget items** – Completed. ITEM DISCHARGED
  - (g) **CIL funding bid** – On hold until next round of funding. ITEM DISCHARGED.
  - (h) **Correspondence re. cemetery improvement works** – Completed. ITEM DISCHARGED.
  - (i) **Hold on payment/query nematode work** – Completed. ITEM DISCHARGED.
  - (j) **Fingerpost request outcome advised** – Completed. ITEM DISCHARGED.
  - (k) **Climate change statement on website** – Completed. ITEM DISCHARGED.
  - (l) **HGV/private road – report to Highways** – Ongoing. Awaiting update.
- 21.56 Public Forum.**  
(i) No members of the public were present.

- (ii) Councillor Weston had provided a written report that was circulated prior to the meeting. The Chair thanked Cllr Weston for the report and her attendance. Cllr Weston left the meeting.

## 21.57 Planning

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

Decisions determined by SDNPA, Enforcement cases and Pre-applications were **NOTED**.

#### ACTION

Cllr Dennington is to review a new application and advise whether DPC should comment in time to meet SDNPA deadline	<b>MD</b>
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### 2. Enforcement: Uplands Park

No update

### 3. Enforcement: Hill Farm

No update

## 21.58 Finance and Governance

### 1. Payment of accounts

a) **APPROVED:** To authorise payment of accounts listed in Appendix B.

b) **APPROVED:** To ratify payments between meetings made under the Scheme of Delegation (up to £500) or approved by councillors by email (over £500).

Namely: Nematode work paid following review of work (£240)

c) **NOTED:** To review Bank Reconciliation for November.

### 2. The Pavilion

a) **NOTED:** A request to hire the recreation ground for parking for a wedding in September 2022 has been made.

b) **NOTED:** Water supply to be labelled.

#### ACTION

Clerk to email MD	<b>Clerk</b>
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### 3. Budget setting 2022-23

**APPROVED:** The budget for 2022-23 was circulated and agreed. The precept will remain unchanged from this year.

#### ACTION

Prepare budget information for submission to WCC	<b>Clerk</b>
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### 4. HMRC/PAYE agent – Sheen Stickland

**APPROVED:** It was agreed that following the request from HMRC, Sheen Stickland would act as the agent for Droxford Parish Council.

#### ACTION

Provide authorisation code to Sheen Stickland by deadline of 23 <sup>rd</sup> December 2021	<b>Clerk</b>
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## 21.59 Allotments, Recreation Ground and Cemetery

### 1. Review of Parish Green Consultation

A consultation regarding the Parish Green took place on 8<sup>th</sup> December, led by the Chair and Cllr Dennington. Although the gates included in the plans were confirmed

as indicative only, they appeared to be a contentious issue with those who attended. The plans will be redrawn to explore the options for gates, or lack of. It was noted that the project would be much simplified by not having gates. A Strategic Working Group will be set up to focus on this to meet the suggested timescales. Cllr Dennington confirmed that all valid points made at the consultation will be taken forward, that the War Memorial remains the focus of the project, and that he will project manage the work. Cllr Shepherd thanked the Chair for her excellent input throughout the meeting, and this was echoed by the other councillors.

## 2. Green Spaces Working Group Report

The Green Spaces Working Group Report was received. Cllr Shepherd expressed her appreciation for all the efforts made by the volunteers over the last few months. It was agreed that quotes for ongoing maintenance should be sought.

### ACTION

To seek quotes for the ongoing maintenance of the cemetery	<b>DS/Clerk</b>
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### Matters arising from the minutes of the previous meeting:

- a) **NOTED:** As the cost of replacing the bark on the zipwire with a permanent alternative is prohibitive, it is to be replaced, along with the membrane. Maintenance and general upkeep of the zipwire, and other small, routine jobs, are to be considered.

### ACTION

Address maintenance of zipwire	<b>MD</b>
Order bark and membrane once maintenance is agreed	<b>DS/Clerk</b>

- b) **NOTED:** The nematode work was queried, and EMS provided additional monitoring of the area. It was confirmed that next year the work would be requested earlier on to ensure it was within the correct timeframe for it to be effective.
- c) **AGREED:** The quotation from WCC for an Independent Playground Inspection was accepted.

### ACTION

Confirm Inspection requirement and circulate date once agreed with WCC	<b>Clerk</b>
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## 21.60 Lengthsmen

There was no further report on work carried out, however, there was a query as to how this work is organised across the local Parishes and paid for.

### ACTION

Contact Soberton PC Clerk for greater understanding on Lengthsmen work	<b>Clerk</b>
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## 21.61 Footpaths & ROW

Erosion to Footpath 14 has been progressed via HCC Countryside, and the Footpath Warden will maintain oversight to ensure the work happens.

## 21.62 Roads & Highways

**ONGOING:** Cllr Smith provided an update on the TSID deployment. It was agreed that the current location of the TSID is optimal due to safety and stability. Feedback

has been received from residents that this placement is a positive start. The next deployment will be for two weeks from 1<sup>st</sup> February 2022, where the device will remain where it was previously, but facing the opposite direction. Cllr Smith is to obtain the data for further analysis.

**21.63 Correspondence and other matters requiring the Council's attention**

- a) **IN PROGRESS:** The Queen's Platinum Jubilee Celebrations (2-5<sup>th</sup> June 2022) – Nothing further to report at this time.
- b) **ITEM DISCHARGED:** A DPC statement on climate change is now on the website.

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

**21.65 Date of the next full Parish Council meeting**

6.00pm Thursday 13<sup>th</sup> January 2022, Droxford Village Hall.