

**MINUTES**  
**DROXFORD PARISH COUNCIL MEETING**  
**6.00 pm Thursday 17<sup>th</sup> February 2022**  
**Droxford Village Hall, Droxford**

**PRESENT:** Councillors: Mark Dennington (Chair), Angharad Heller, Chris Horn, Colin Matthissen, Di Shepherd, Lewis Smith

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

**PUBLIC:** None in attendance

**22.15 Apologies for absence**

Hugh Lumby, Janet Melson, Victoria Weston, Frank Pearson

**22.16 Declarations of Interest**

Cllr Smith declared an interest relating to agenda item 6.1. (22.20, item 1).

Cllr Matthissen declared an interest relating to agenda item 12.1 (22.26, item a).

**22.17 Minutes of the meeting held 13<sup>th</sup> January 2022**

Minutes of the meeting held on 13<sup>th</sup> January 2022 were approved as a true and accurate record.

**22.18 Chair's Announcements**

(1) Review of Matters arising

The Chair reviewed actions and matters arising from the minutes of 13<sup>th</sup> January 2022.

(a) **Cllr Horn to provide a comment on a planning application** – COMPLETED

(b) **To check previous years' invoices for Recreation Ground upkeep** – COMPLETED

(c) **Pavilion agreement to be reviewed and finalised** – IN PROGRESS

(d) **CIL Annual Monitoring submission** – IN PROGRESS

(e) **PC Annual Meeting date in election year** – DEFERRED

(f) **To review signage regulations/requirements** – IN PROGRESS

(g) **Forward resident comment re. Uplands site foul water discharge** – COMPLETED

(h) **Queen's Platinum Jubilee Celebrations** – DEFERRED

**22.19 Public Forum**

(i) No members of the public were present.

(ii) Councillors Lumby, Pearson and Weston had kindly provided a report prior to the meeting which was circulated. There were no questions.

**22.20 Planning**

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

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

**ACTION**

Comments to be made to SNDPA Planning Department as agreed	Clerk
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## 2. Enforcement cases

The revised process of alerting parish councils to any new, ongoing and closed enforcement cases on a regular basis was noted.

## 3. Settlement Hierarchy

The Strategic Planning team from Winchester City Council requested feedback on the settlement hierarchy regarding any updates or changes. As Droxford does not fall within the settlement plan, a confirmation that no response will be sent.

### ACTION

Confirm via email that no response will be made	Clerk
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## 4. Winchester Local Plan

Upham Parish Council had circulated correspondence with Winchester City Council relating to the delays in the progression of the Local Plan. It was agreed that Droxford Parish Council would write a letter of support.

### ACTION

Email in support of Upham Parish Council to be forwarded to WCC	Clerk
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## 22.21 Finance and Governance

### 1. Payment of accounts

- a) **APPROVED:** To authorise payment of accounts listed in Appendix B.  
*(Post meeting note – Appendix B is to be updated and recirculated; benches total should include VAT and are to be paid before receipt; Village Hall fire extinguisher check invoice to be forwarded to Terry Crowfoot.)*
- b) **NOTED:** To ratify payments between meetings made under the Scheme of Delegation (up to £500) or approved by councillors by email (over £500). No such payments made.
- c) **NOTED:** To review Bank Reconciliation for January.

### ACTION

Reserve accounts to be discussed so Clerk can allocate spend appropriately	CAM/Clerk
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### 2. The Pavilion

- a) **NOTED:** No new bookings have been made to date.
- b) **DISCHARGED:** The water supply has been labelled.

### 3. CIL Annual Monitoring Return 2021

- a) **NOTED:** The return is to be made a priority.

### ACTION

Annual return to be completed and submitted as soon as possible	Clerk
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### 4. Internal Audit – 4<sup>th</sup> February 2022

- a) Fair Account carried out an internal audit up to the end of Quarter 3 31/12/21. It was reported that the Financial internal control procedures are satisfactory to meet the needs of the AGAR Practitioner's Guide 2021 and the Accounts & Audit Regulations 2015 (as amended).
- b) The Council requested a written report from Fair Account to confirm this.

### ACTION

Obtain a report relating to the internal audit undertaken on 4 <sup>th</sup> February 2022 and circulate to Council	Clerk
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## 5. Date for Annual Meeting 2022

- a) **DEFERRED:** Agreement on a date for the Parish Council Annual Meeting and Annual Parish Meeting (open to the public) was deferred until the next meeting.

## 22.22 Allotments, Recreation Ground and Cemetery

### 1. Parish Green Update

- a) **APPROVED:** The armillary sphere wording that was drafted and circulated was agreed.
- b) **NOTED:** Councillor Dennington confirmed that quotes had been obtained for the works to be undertaken – and separated into three parts: hard landscaping; planting; and installation of the benches and memorial. As a result of the consultation with the residents of Droxford, there will be no walling, no gates, nor a brick-built structure installed as part of the works. It was noted that quotes/invoices need to be addressed to the Parish Council, rather than individual councillors.

### 2. Green Spaces Working Group Report

- a) Councillor Shepherd reported that a letter has been written to send to all local Funeral Directors and Stone Masons, letting them know of the completion of the memorial garden at the cemetery, and the new regulations/costs. Prior to this, mole removal needs to be undertaken and quotes are being sought. Donations of £300 had been kindly made, with contributions going towards additional planting.
- b) A design option for the memorial garden in the cemetery has been kindly created by Judit Appell. It was agreed that the sunburst design was the preferred option.

## ACTION

To move forward with the plans as outlined	DS
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- c) The zipwire maintenance remains outstanding, mainly due to securing an individual or company to do this on a regular basis. Councillors Heller and Smith confirmed they could pass details of potential candidates to Cllr Shepherd.
- d) Grant applications had been made to contribute towards the Country Fair and the Scarecrow Festival. The outcomes will be circulated once known.
- e) A request for support had been made by a resident wishing to put on an evening of music and entertainment for the village. The Council requested a detailed plan to understand the scope of the event before committing to support it.

## 22.23 Lengthsmen

- a) There has been no further work carried out since the last meeting to update on.
- b) *(Post meeting note: Soberton PC, which oversees the contract for the Lengthsmen for a number of parishes, has advised that they will no longer be able to take on the role of contracting Parish Council.)*

## 22.24 Footpaths & ROW

There was nothing to report regarding Footpaths and ROW.

## 22.25 Roads & Highways

- a) Cllr Smith provided an update on the TSID deployment. The most recent implementation was from 1<sup>st</sup> February – 14<sup>th</sup> February 2022, where the device faced the

opposite direction to the previous instalment. The next hiring will take place from the 1<sup>st</sup> April 2022 for two weeks.

- b) Replacement speed restriction signs will be obtained as advised by the Highways Department.

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

- a) **ONGOING:** Correspondence from Stewart Pepper re. Wilfrid's Café finger post addition was received. The request comes following the recent increase of opening hours (to 16 hours per week) and reported increase in numbers of visitors. As the sign currently directs to the Church and Village Hall, it was felt that written approval should be sought from these stakeholders, namely, the Rector, on behalf of the PCC, and the Village Hall Committee. Should this proposal meet with a lack of objection, further discussions would be required to agree on wording and placement of the current fingerpost, or the creation of a new fingerpost showing all three amenities.

**ACTION**

To advise Mr Pepper of the Parish Council's decision and request the additional approvals.	<b>Clerk</b>
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- b) **DEFERRED:** Correspondence from Karen Jordan re. a Commemorative tree for the Village Green area, near the Churchill bench, was received. It was decided that given the current canopy of the trees in the property behind the Village Green, the planting of a tree in this location was not something that the Council wished to pursue at this time, but could be considered in the future, dependant on the plans for the existing trees in the nearby property.

**ACTION**

To thank Mrs Jordan for her suggestion and advise of the Parish Council's feedback.	<b>Clerk</b>
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- c) **DEFERRED:** Queens Platinum Jubilee celebrations 2-5<sup>th</sup> June 2022.

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

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

6.00pm Tuesday 15<sup>th</sup> March 2022, Droxford Pavilion.  
(Post meeting note – revised date of next meeting)