

DROXFORD PARISH COUNCIL

Minutes of the Meeting of Droxford Parish Council held at 6.30pm on Thursday 20 April 2017 at the Village Hall, the Square, Droxford

PRESENT: Barbara Chandler - Chair, Mark Dennington, Chris Horn, Janet Melson – Vice Chair, Colin Matthissen, Ann Newman.

IN ATTENDANCE: Rosemary Hoile – Clerk, District Cllr Frank Pearson

PUBLIC None

16.170 **Apologies received for absence.** None

16.171 **Disclosable interests.** Cllr Horn declared a personal interest in Agenda item 5.8 as a member of the landowning family. Cllr Newman declared a personal interest as a family member of an allotment holder.

16.172 The Minutes of the Parish Council Meeting held on 16 March 2017 were **APPROVED**.

16.173 **Public participation.** No members of the public were present.

16.174 **Finance, Grants & Governance**

16.174.1 Accounts for payments listed in Appendix A - **APPROVED**

16.174.2 Receipts and expenses were **NOTED**; the bank reconciliation at 31 March was **APPROVED**.

16.174.3 Statement of Receipts and Expenses 2016-17. **APPROVED**

16.174.4 Performance v Budget 2016-17. **APPROVED**

16.174.5 Effectiveness of the Council's internal financial controls 2017/18:

Cllr Matthissen proposed procedure to follow emergency discretionary expenditure by the Clerk.

ACTION	WHEN	BY WHO
Amend document	Before 18 May	Clerk

16.174.6 Amendment to Droxford Financial Regulations (adopted October 2016) Item 4.5 Budgetary Control and Authority. **DEFERRED** to next meeting

16.174.7 Earmarked reserves for capital projects:

Cllr Matthissen said the earmarked reserve for 2016/17 was £10,500 to which £4,500 could be added from existing reserves and still retain a balance to cover 6 months running costs. The budgeted amount for capital projects included in the 2017/18 Precept calculation is £15,000. The first half of the Precept had been received to allow immediate transfer of £7,500. Therefore the earmarked capital reserve is £22,500. **NOTED**

16.174.8 Grant towards a Community Storage Shed at the Allotments:

The Council considered a request from allotment holders for a grant. The Council agreed to a grant in principle but required a breakdown of cost for a shed no larger than 6 feet x 8 feet before committing to a sum.

APPROVED

ACTION	WHEN	BY WHO
Advise allotment holders of the Council's decision	asap	Clerk

16.174.9 Unity Trust Bank Account:

Removal of Dr Penny Gordon and Nicholas Fletcher from the Parish Council's bank mandate. **NOTED**

16.174.10 The following items were added to the Asset Register on 2 April 2017: **NOTED**

a) Telephone kiosk £1.00 b) Table tennis table £1450.00 c) Matting £100.

16.174.11 Appointment of an inspector from the Royal Society for the Prevention of Accidents (RoSPA) to carry out the annual inspection of the play area at a cost of £138.50 plus VAT. **APPROVED**

16.175

Planning:

16.175.1

Pre-Planning application: SDNP/17/01634/PRE Lisheen, Oxford Lane, Droxford, Hampshire SO32 2FL.
The Council noted that diversion of a footpath would be required.

ACTION	WHEN	BY WHO
Contact planning officer	asap	CH/MD

16.175.2

The completed nomination form for the White Horse Inn as an Asset of Community Value had been circulated.
The Council **APPROVED** submission to Winchester City Council.

Cllr Horn updated the Council regarding status of the planning applications

SDNP/17/00551/FUL- The White Horse Inn, Droxford. **APPLICATION WITHDRAWN**

SDNP/17/00551/LIS - The White Horse Inn, Droxford **APPLICATION WITHDRAWN**

ACTION	WHEN	BY WHO
Send form, 1:1250 map and supporting evidence to WCC	asap	Clerk

16.175.3

Telephone kiosk:

Listing under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for special architectural or historic interest. Name: K6Telephone Kiosk outside Old Manor Farm. List entry No: 1444550.

Cllr Melson said the telephone kiosk needs repainting. **NOTED**

16.175.4

SDNPA has adopted the Community Infrastructure Levy Charging Schedule, effective from 01 April 2017. Applications determined after 01 April will be subject to rates set out in the Charging Schedule. **NOTED**

16.176

Recreation Ground, Cemetery and Allotments:

16.176.1

Play area:

Cllr Dennington reported the table tennis table was popular however some bats had broken or were not returned to the box. He proposed current stock not replaced once has depleted. Cllr Newman suggested putting a notice in the box requesting donations of unwanted equipment. The Chair proposed monitoring progress for the time being. Cllr Melson considered a risk assessment essential to mitigate risk of the Council being held responsible for misuse of play equipment.

ACTION	WHEN	BY WHO
Contact RosSPA and insurer	asap	Clerk

16.176.2

Droxford Recreation Ground Project:

Cllr Melson had investigated sources of available grants and was not hopeful of securing funding. Cllr Matthissen confirmed the reserve currently stood at £22,500 which will rise to £30,000 in September assuming no monies are spent. Given the size of the project had been reduced for various reasons, the Council could fund the works without relying on receipt of a grant.

16.177

Consultations, Meetings & Training.

WCC Housing Strategy 2017-2022 (draft v2.3) - closing date for Consultation 21 April.

ACTION	WHEN	BY WHO
Request extension of date to respond	21 April	Clerk

16.168

Items for the next agenda: Amendment to Financial Regulations, Effectiveness of Internal Financial Controls, Allotment shed, Telephone kiosk - quotations to repaint.

16.169

Date of next meeting Annual General Meeting of the Parish Council 7.30pm at Droxford Village Hall.

The meeting closed at 7.20 pm

SignedDate.....

APPENDIX A – FINANCE STATEMENT 20 April 2017

INCOME

Income received (17 March – 20 April)	£
WCC Precept (Part 1 of 2. Pt 2 due Sept 17)	14592.00
WCC Council Tax Support grant (Part 1 of 2. Pt 2 due Sept 17)	<u>461.50</u>
	15053.50

PAYMENTS

<u>DDs & SOs</u> 17 March - 20 April	
SSE Q4 16 Dec to 16 March 2017	48.87

To be authorized at the meeting

Ref	Payee	
EV2	HCC – Street lighting 1 Oct – 31 March 17	406.17
EV3	Janet Melson – conference call 15 /3/17 charges	11.58
EV4	R Hoile – office expenses	<u>119.08</u>
		536.83

BANK RECONCILIATION

Curent Account: Unity Trust Bank A/C No.455					
Balance as per bank statement No 76 as at 31/03/17				3,208.02	
Add outstanding lodgement					
IV29	45 Sams Mobile catering Feb/March		88.00	88.00	
Less unpresented cheques/BACS payments:					
EV68	300178 HALC inv 1147		18.00		
EV71	300175 M Stevens - bus shelter Oct/Nov/Dec		32.00		
EV75	300175 M Stevens - bus shelter Jan/Feb/Mar		32.00		
EV78	300180 Concrete Sports		2,640.00		
EV79	300181 EMS South		390.00		
EV80	300182 ISS Facilities		720.00	- 3,832.00	
Deposit Account: Unity Trust Bank A/C No.069					
Balance as per bank statement No 68 as at 31/03/17				23,743.37	
Cemetery Account: Unity Trust Bank A/C980					
Balance as per bank statement No 18 at 31/03/17				<u>2,712.60</u>	
					<u>£ 25,919.99</u>
CASH BOOK:					
Balance a per Cashbook 30/01/17					
Balance b/f 1/04/16			17,382.88		
Add Receipts 1/4/15 - 31/03/17			29,816.27		
Less Payments 1/4/16 - 31/03/17			- 21,279.16		
					<u>25,919.99</u>

APPENDIX B – PLANNING REPORT 12 April 2017

6. PLANNING

6.1.1 NEW APPLICATIONS No new applications to date. New applications requiring comment will be considered at the May meeting.

6.1.2 APPLICATIONS IN PROGRESS

Reference SDNP/16/00751/DCOND
Proposal Discharge of Conditions 3,11,12 and 18 on planning consent SDNP/15/03895/FUL
Address Townsend Northend Lane Droxford SO32 3QN

Reference SDNP/16/00343/DCOND
Proposal Discharge condition 4 in relation to SDNP/15/05497/HOUS
Address Westwoods, Droxford Road, Swanmore, SO32 2PY

Reference SDNP/16/00064/DCOND
Proposal Discharge of Conditions 15, 19 and 21 relating to SDNP/14/00884/FUL
Address Townsend, Northend Lane, Droxford, SO32 3QN

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6.2 DECISIONS
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6.3 PLANNING APPEALS - ongoing

Reference SDNP/16/02811/DCOND
Proposal Discharge of Conditions 4, 5, 6, 7, 16 and 17 on planning consent SDNP/15/03895/FUL
Address Townsend Northend Lane Droxford SO32 3QN

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6.4 ENFORCEMENT CASES OPEN AS AT 16 March 2017. No further update received.

Reference SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane,
Swanmore SO32 2QW
Reference SDNP/12/00199/BPC Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH
Reference SDNP/15/00272/GENER Poppy Down Farm, Mayhill Lane, DroxfordSO32 3AH
Reference SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD
Reference SDNP/15/00408/COU Swanmore Barn Farm, Park Lane, Swanmore SO32 2QQ
Reference SDNP/13/00238/DEVMON Townsend, Northend Lane, Droxford SO32 3QN

APPENDIX C – ROLLING ACTION PLAN

16.68.2	Find/speak to volunteer to oversee lengthsman	asap	CM	ONGOING
16.78.1	Bin for Mill Lane (dog waste)	Asap	Clerk	REQUEST WITH WCC tracking no 21260311
16.83	To contact Townsend case office and planning enforcement team	asap	MD	ONGOING. MD monitoring
16.87.1	a) Wall/High Street. Ask Highways to follow up b) Parking survey -request data analysis /RA	Nov	Clerk JM	a) Emailed Highways cc Conservation officer 16/11/16 b) ONGOING
16.129.1	Branch above play area	asap	MD	ISS Tree surgeons 21 March
16.129.2	To consider household survey responses	Feb	SPWG	ONGOING
16.143.8	Grant – Transparency code	Before 20 March	Clerk	ACTIONED, NO RESPONSE RECEIVED FROM NALC
16.144.1	White Horse Consultee response Asset of Community Value form	13 March	CH/Clerk Clerk	ACTIONED ACTIONED