

DROXFORD PARISH COUNCIL
Minutes of Droxford Parish Council meeting held at
6.00 pm on Thursday 18 June 2020 via Zoom.

PRESENT: Mark Dennington, Max Ford, Chris Horn (until 6.15pm), Colin Matthissen, Janet Melson, Di Shepherd.
IN ATTENDANCE: County Councillor Roger Huxstep. Rosemary Hoile – Clerk
MEMBERS OF THE PUBLIC None

20.11 **Apologies for absence.** None prior to the meeting. Cllr Horn lost the internet connection within 15 minutes of joining the meeting and was unable to re-join.

20.12 **Declarations of disclosable pecuniary and non-pecuniary interest.**
Cllr Melson declared a pecuniary interest in Ref: SDNP/20/02193/TCA, and a non-pecuniary interest in Ref: SDNP/20/02133/TCA.
Cllr Ford declared a non-pecuniary interest in Ref: SDNP/20/02193/TCA and Ref: SDNP/20/02133/TCA.
Cllr Shepherd declared a non-pecuniary interest in Item 6.1 Ref: SDNP/20/02193/TCA and Ref: SDNP/20/02133/TCA.

20.13 **Minutes.**
RESOLVED:
The minutes of the Parish Council meeting held on 21 May 2020 were approved as a true and accurate record.

20.14 **Chair's report on Covid-19 & matters arising, if any.**
The Chair thank County Cllr Huxstep for forwarding the regular HCC updates, now reduced from a daily briefing to 3 per week. The Droxford website has been regularly updated with matters pertinent to the community. The Droxford WhatsApp Group has morphed into the Droxford Noticeboard as a platform for the newly revitalised Neighbourhood Watch group. There are now over 100 numbers signed up to Droxford WhatsApp.

20.15 **Public Forum:**
No members of the public were present.
County Councillor Huxstep had circulated his report shortly before the meeting. He expressed grave concern expressed at the relatively high death toll in Hampshire (compared to UK county average) while the lockdown transitions from level 4 to Level 3.
Principle issues affecting the community in Droxford are:
Hampshire Waste & Recycling Centres. The booking system is currently not working as well as it should. Complaints have been received about the booking system, addressing which will take time to resolve.
School transport. The Chair asked if HCC will be producing a contingency plan for transporting children to school if social distancing regulations are still in place at the start of the autumn term with inevitable increases in the number of vehicles required for drop-off/pick-up. Cllr Huxstep said 6 different schemes have been addressed, currently only 25% children are attending school. Cllr Huxstep will raise the issue of contingency plans with the Executive Member and the Education Department. The Chair observed exceptional thinking is required to cope with the increase in traffic which may arise when children return to School. Cllr Ford asked if there are plans to stagger the school day. Cllr Huxstep said phasing is the current direction of thought at the Education Department and Government.

20.16 **Planning:**
20.16.1.1 **Ref: SDNP/20/02133/TCA**
Proposal: Conifer tree roots damaging adoptable highway and adjacent garden brick wall. Tree overhanging road reducing width. Tree planted approximately 40 years ago. No consideration when planted as to its mature size. Located opposite entrance gate to Parkers Cottage in Mill Lane.
Location: Silkstede, Mill Lane, Droxford, SO32 3QS

The council offered no comment, being inquorate due to declarations of interest by three out of five members of the Council present.

20.16.1.2 Ref: SDNP/16/04613/FUL

Proposal: SDNP/20/01984/DCOND Discharge of Condition No's: 8, 10, 11, 12, 14, 17, 18, 19, 22, 24, and 26 of Planning Consent.

Location: Upland Park Garrison Hill Droxford SO32 3QL

NO COMMENT

20.16.1.3 Ref: Ref: SDNP/20/02193/TCA

Proposal: Conifer (T1) - fell as close to ground level as possible, in order to prevent damage to wall and improve on the natural light. Plum (T2) - to reduce away from the utility lines (to allow an approximate clearance of 0.5 meters) and to reduce the remaining crown by approximately 1 meter to suitable growth points, in order to contain the crown and improve on the natural light.

Location: Manor Farm Cottage, High Street, Droxford SO32 3PA

The council offered no comment, being inquorate due to declarations of interest by three out of five members of the Council present.

20.16.1.4 Ref: SDNP/20/01987/HOUS

Proposal: Proposed Two Storey Barn Extension and Minor Revisions to Previous Extant Permission.

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

The Council offered **NO COMMENT**

20.16.2 **Enforcement Ref:** 18/00346/BLEG Hill Farm Orchards, 19/00105/BCOND Hill Farm Orchards

The WCC portfolio holder had not responded to the Chair's letter but Enforcement had advised the Council that a case update could be expected within a few weeks (from w/c 7 June).

20.17 Finance, Grants & Governance

20.17.1 Payment of Accounts:

The Council **RESOLVED** to authorise payment of accounts listed in Appendix B

20.17.2 Annual Governance & Accountability Return 2019/20 (AGAR 2019/20):

The Council **NOTED** the Internal Auditors Report and that all control objectives had been met, including Objective L. The objective requires the auditors to be provided with a screenshot to evidence the date the Notice of Public Rights had been published on the community website.

20.17.3 Bank reconciliation and cashflow forecast:

The Council accepted the bank reconciliation to 31 May. Cllr Matthissen gave an overview of the cash forecast to date. Some (operational) costs are currently estimated. Cllr Matthissen stated cashflow can be carefully managed subject to prompt receipt of

- Precept (usually September, allowing for late payment calculated to receive in October).
- SDNP CIL/s106 funding of £42K in advance of contractor's invoice.
- VAT refund

20.17.4 CIL part-funded capital project:

Cllr Dennington proposed phased payment of the contract sum together with prompt recovery of VAT. Cllr Matthissen sought clarification on the timing and operational costs about to be incurred for a more accurate cashflow forecast and to make provision for unexpected expenditure. Proposed external storage to service the Pavilion will be deferred to the next financial year. The Cricket Club has been advised.

Cllr Dennington outlined the way forward for Works to the Square. He asked if there were any comments, to which none were forthcoming regarding the design provided. Work is planned to be carried out in 3 phases. Phase 1 - Re-surfacing the Square, Phase 2 - Wall and Gates. Phase 3 - the Parish Green. Prices would be obtained upfront initially; 3 separate contracts would be issued at the appropriate time. Cllr Dennington to lead. Cllr Matthissen said there could be no commitment until money was received from SDNPA.

ACTION – MD and Clerk

20.17.5 The Square – application to rent a pitch: **RESOLVED**

Crepe Britain to rent a pitch in the Square on an irregular basis on evenings between 5.00pm – 8.00pm.

ACTION - Clerk

- 20.17.6 Application for a memorial at Droxford Cemetery:
Deferred. **ACTION - Clerk**
- 20.17.7 Hire Agreement for the Pavilion:
No immediate call in the current period of lockdown. The council agreed to consider a draft at the next or September meeting. **ACTION - MF**
- 20.17.8 Risk assessment.
There are government guidelines to follow once restrictions have been lifted. Cllr Shepherd said play area equipment will be steam cleaned.
- 20.17.9 Cancellation of Direct Debit:
The Clerk confirmed the direct debit had been cancelled and the originator informed. Castle Water is in contact with Portsmouth Water who have not contacted the Council to date to confirm the date of an engineer's visit. Usage has not gone down since lockdown. Members agreed resolution is in the hands of Portsmouth Water to investigate thoroughly.

20.18 Green Open Spaces:

- 20.18.1 Trees at the allotment.
Trees on the allotment /Grove Stable boundary pose a serious health and safety hazard, particularly the poplar tree. Enquiries regarding landownership are ongoing but it is anticipated that WCC could advise the full or partial closure of the allotment area if there is deemed to be an immediate health and safety issue. Quotes for both short-term and a long-term solution had been sought. A quote for £2200 was received to pollard the tree to remove an immediate danger; between £4K - £5.5K to remove the tree and prevent spread of disease had been estimated. The Council agreed to request the landowner and lessee to contribute 50% towards Parish costs to remove the hazard and to mitigate landowner liability. Should the trees fall entirely within the curtilage of Grove Stables the Council will seek to be reimbursed.
The following motion not included on the agenda was moved to mitigate landowner risk of liability:
The Chair proposed Nash Contractors to undertake pollarding works for £2200.
The Council **RESOLVED** to approve.
ACTION – DS/Clerk
- 20.18.2 Recreation Ground
Infill of the craters and seeding has been completed. Quotations to raise the canopy of the lime trees have been received but work will be deferred until next spring. Quotes are awaited for repairs flagged up in the annual inspection report.
- 20.18.3 Cemetery.
A pest control company had advised there is no evidence of recent badger activity , the holes are more likely to have been created by foxes. Any future reported sightings should be referred to the pest control company to enable them to investigate within 24 hours.
- 20.18.4 Signage for green spaces:
The Council approved temporary laminated signs for -
- Cemetery (outside lychgate) Sign to advise parking reserved for funerals and visitors.
 - Recreation Ground (at the entrance) Location address, Parish contact number, Conditions of Use. (Entrances to play area) to state inspections are carried out regularly (At end of lockdown period) temporary notice regarding sanitisation and DPC/WCC risk. **ACTION - Clerk**
- The Council agreed to consider design and location for permanent signage at the September meeting.

20.19 Footpaths & ROW

- 20.19.1 The riparian owner of the riverbank beyond the Old Rectory has requested the Council consider erecting 'No Cycling' notices on the footpath to the south of the churchyard wall at its access points using 'Off the shelf' signage. **ACTION - Clerk**
In light of recent inappropriate parking and behaviour arising from an influx of visitors, the Chair proposed a plastic box containing leaflets to indicate parking locations and access points to footpaths; and to draw attention to respect the country code and the environment. The Chair will contact the designer of the logo and village map to request permission for the map to be adapted. The Chair asked

whether Councillors supported this proposal. All agreed except Cllr Matthissen who raised concern that some residents and school teachers might be denied a place to park at the Union Lane Car Park and the Recreation Ground during the week. **ACTION – JM/Clerk**

20.19.2 Permissive path to Droxford Cemetery:

Awaiting HCC Ranger to assess post-Lockdown. **ACTION – JM/MD**

20.19.3 Highways: Timber posts on High Street

Positive feedback about the appearance had been received. Cllr Ford will forward photographs for the website. **ACTION – MF and DS.**

21.20 Correspondence.

To consider proposal received from residents to hold a one-day Entertainment, Music and Games event at the Recreation Ground in Summer 2021:

The Council requires a detailed proposal. Clarity is required to establish if the event would require ticketed entry. The Clerk will contact WCC requesting clarification of WCC Opens Space policy on ticketed admission charges. The parish insurance policy will be checked for event cover. **ACTION – The Clerk to respond.**

21.22 Date of next meeting.

The next Parish Council meeting will be held on Thursday 16 July at a time and venue to be confirmed

The meeting closed at 8.00 pm

APPENDIX A – PLANNING REPORT

APPLICATIONS DETERMINED

Ref: SDNP/19/04031/HOUS

Proposal: Proposed Single Storey Rear Extension, Two Storey Barn Extension and Minor Revisions to Previous Extant Permission.

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

DECISION: APPLICATION WITHDRAWN

DECISION PENDING

Ref: SDNP/20/00121/HOUS

Proposal: Two storey side extension and new front porch.

Location: Meon Way, Northend Lane, Droxford. SO32 3QN

APPLICATIONS IN PROGRESS

Ref: SDNP/20/00938/FUL

Location: The Hambledon 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/19/05951/PRE

Location: Land at Park Lane Droxford Southampton Hampshire SO32 3RF

Proposal: Residential development of site allocation reference SD65 to provide 37 new homes together with additional on-street car parking, the partial demolition of Park Cottage and junction improvements.

ENFORCEMENT - EXTANT

Ref:18/00346/BLEG

Location: Hill Farm Orchards, Droxford Road, Swanmore.

Reason: Alleged breach of legal agreement.

TO BE RAISED WITH ENFORCEMENT

Ref: SDNP/18/02338/DCOND

Proposal: Discharge of condition 4 of approved planning permission SDNP/17/03779/FUL

Location: Office Over Meringtons Stores Garrison Hill Droxford SO32 3QL

The Application for Discharge of Conditions (24/9/19) has only partially been discharged except for the following condition, but it appears that the flats are occupied despite the condition not being met.

'Prior to any work commencing on site, details of a scheme for protecting the proposed dwelling from external noise shall be submitted, and approved in writing by the Local Planning Authority. Such a scheme shall ensure that, upon completion of the development, the noise levels stated in paragraph 5.1 of the 24 Acoustics noise impact assessment report ref R7194-1 Rev1 (that formed part of the application) shall be achieved

APPENDIX B – FINANCE REPORT

INCOME RECEIVED	£
Square Rent – new	10.00
 DIRECT DEBITS & STANDING ORDERS	
Clerk’s salary	505.70
Telephonica UK Ltd	24.94
 ACCOUNTS TO BE AUTHORISED	
EMS Inv 2301 May contract	300.00
Alsoils+	120.00
PMG Building Design & Construction	1,200.00
Fair Account Internal Auditor	145.00
M Stevens bus shelter maint. April/May/June	32.00
R. Hoile clerk’s expenses Zoom £143.88+Stationery£1.50	
+Plates PC Ltd £40 + Studio 6 A1 Plan prints £5.80 + Tel/Internet £23.66	214.84
Total	2011.84

BANK ACCOUNTS:		£	£
Instant Access AC ...069		43,545.00	
Cemetery AC ...980		3,523.43	
Current AC ...455		1,033.35	
Less: un-presented cheques at 31 May 2020			
	HCC Street Lighting	- 429.18	
	Fair Account	- 145.00	
	EMS - April	- 300.00	
	R Hoile expenses	- 23.66	
	Alsoils+	- 120.00	
	EMS- May	- 300.00	
		- 1,317.84	
Add: un-banked cash at 31 May 2020		-	
Net balance 30 April 2020			46,783.94
CASH BOOK:			
Opening Balance 1 April 2020		37,051.05	
Add: Receipts to 31 May 2020		18,879.26	
Less: Payments to 31 May 2020		- 9,146.37	
Closing balance per cash book as at 31 May 2020			46,783.94
RESERVES			
Capital Reserve		24,596	
CIL		4,798	
Cemetery Reserve		6,032	
ICT Reserve		1,358	
Raise for the Rec Pavilion kitchen		-	
Running Costs		10,000	
Reserves as at 30 April 2020			46,783.94

