

## MINUTES

### DROXFORD PARISH COUNCIL MEETING

6.00pm Monday 26<sup>th</sup> September 2022

Droxford Junior School, Droxford

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

**IN ATTENDANCE:** County Councillor Hugh Lumby  
District Councillors Frank Pearson  
Ailsa Duckworth – Parish Clerk/RFO

**PUBLIC:** None in attendance

**22.92 Apologies for absence**

Cllrs Angharad Heller and Chris Horn; District Cllrs Vicki Weston and Malcolm Wallace

**22.93 Declarations of Interest**

Cllr Matthissen declared an interest relating to agenda item 7.2b, as the cleaning of the Pavilion had been undertaken by James Matthissen.

**22.94 Minutes of the meeting held 21<sup>st</sup> July 2022**

Minutes of the meeting held on 21<sup>st</sup> July 2022 were approved as a true and accurate record.

**22.95 Chair's Announcements**

(1) The Chair noted that, following the sad news of the death of Her Majesty the Queen, the website was updated accordingly and a letter was written to the Private Secretary of His Majesty the King to offer condolences from the Parish Council and all residents of Droxford, as per protocol.

It was also noted that the biennial Scarecrow Festival has made national news following some vandalism to a number of scarecrows.

(2) Review of matters arising and actions from the Minutes of the 21<sup>st</sup> July 2022.

Outstanding actions were as follows:

- a) A Strategic Working Group is to be scheduled in Autumn to consider potential CIL income – **COMPLETED** (05/10/22 5pm)
- b) Cllr Dennington to prepare letter and invoice for FODC; Clerk to follow up in writing – **COMPLETED**
- c) Clerk to include consultation details for the 20's Plenty campaign on the website – **COMPLETED**
- d) Clerk to circulate Basic Allowance survey via email – **COMPLETED**
- e) Clerk to arrange meeting with the Cricket Club at the Pavilion and arrange cleaning prior to next booking – **POSTPONED. To be discussed under item 7.2.**
- f) Clerk to formally thank Mr Paul Howe for his assistance in watering at the cemetery during the dry weather – **COMPLETED**

## 22.96 Public Forum

- (i) No members of the public were present.  
District Cllr Pearson reported that Local Plan discussions were ongoing.  
County Cllr Lumby noted that the PCC was to hold a live social media event with the Chief Constable on the Commissioner's Oversight of Policing Services (COPS). Details are to be added to the website.

District Councillor Pearson left the meeting.

## 22.97 Planning

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

**NOTED:** Decisions determined by SDNPA, including Appeals, Enforcement cases and Pre-applications were noted. It was agreed that pre-applications would continue to be included in the Planning Report, whilst noting that the PC do not comment on these; and enquiries and advice regarding pre-applications are no longer published on the Planning Portal.

2. **NOTED:** SDNP Southern Parishes Planning Training – 3<sup>rd</sup> October, DVH. It was agreed that Cllr Smith would attend as the representative from Droxford PC.

ACTION – Clerk to update delegate to LS. Cllr Smith to report back on the training at the October meeting.
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3. **NOTED:** SDNP Hampshire Parish Workshop – 1<sup>st</sup> November, Meon Hall, Meonstoke.

ACTION – Clerk to register Cllrs Melson and Shepherd to attend.
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## 22.98 Finance and Governance

### 1. Payment of accounts

- a) **APPROVED:** To authorise payment of accounts listed in Appendix B.
- b) **NOTED:** To ratify payments between meetings made under the Scheme of Delegation (up to £500) or approved by councillors by email (over £500).  
The following payments were ratified due to there being no August meeting:  
£144 Richard Randall, Zipwire survey  
£360 EMS, July maintenance  
£240 Giles Wheeler-Bennett, Heads of Terms fees (re. cemetery water supply)
- c) **APPROVED:** To review and approve the Bank Reconciliation for July and August.

### 2. Finance

- a) **APPROVED: Grant Requests** - The PC had received a number of requests for grants and the following had been included in budget setting and were agreed for payment:  
£250 South Central Ambulance NHS Trust  
£250 Home-Start Hampshire  
£150 Winchester District Citizen's Advice Bureau
- b) **NOTED: Strategic Working Group** – 5<sup>th</sup> October 5pm, Droxford Pavilion. The purpose of this group is to consider appropriate projects under the Community Infrastructure Levy (CIL) received from SDNPA.

- c) **NOTED: AGAR outcome** – it was reported that the AGAR had been signed off by PKF Littlejohn, the external auditors, with no findings to note. The appropriate sections of the AGAR are to be published on the website and noticeboard and it was agreed that £5 was a reasonable amount to charge for those wishing to view the documents.

ACTION – **Clerk** to publish final documents on website and noticeboard by 30<sup>th</sup> September.

- d) **AGREED: External auditor review** - The external auditor, PKF Littlejohn LLP, is coming to the end of its 5 year appointment. It was agreed that DPC will remain with the appointment scheme, and will not opt out and appoint our own external auditor.
- e) **AGREED: Insurance Renewal** – This is due to be renewed on 1<sup>st</sup> October 2022 at a fee of £881.31. It was agreed to remain with the current provider, Hiscox Insurance Company Limited, on the recommendation of the broker, Arthur J Gallagher Insurance Brokers Limited. The Asset Register is in the process of being updated, given the changes to the Parish Green, and is to be published once finalised.

ACTION – **Clerk** to finalise Asset Register in collaboration with **the internal auditor** at the next meeting and **Cllr Dennington**, and publish on website.

### 3. Governance

- a) **NOTED: Driver Belcher/Deeds** – It was noted that Ackroyd Legal, the company that subsumed Driver Belcher, could not find the deeds placed with them in February 2016. It was suggested that the Land Registry be contacted and, in addition, County Cllr Lumby kindly offered to advise on how to replace them.

ACTION – **Clerk** to contact **County Cllr Lumby** to discuss and to confirm with **Rosie Hoile** if any copies were made.

- b) **NOTED: The White Horse Inn** – Community Asset registration. DPC was notified in August that the 5 year registration of the White Horse Inn as a Community Asset had expired. A repeat registration submission has been made and notification of the outcome will be received within 8 weeks of the application.
- c) **NOT APPROVED: Website Access Request** – A request had been received to increase website access to include the FODC page, which was denied. It was felt that if organisations had their own website, a link to this would be the best way of ensuring that pages remained up to date and accurate.

ACTION – **Clerk** to review website pages and update links where required.

County Cllr Lumby left the meeting.

### 4. Pavilion

- a) **NOTED:** There are no future bookings for the Pavilion to date.
- b) **NOTED: Cricket Club** – Maintenance and barrier key. Following concerns over the cleanliness of the Pavilion, a meeting with the club was held to agree best practice

for next year. The Pavilion had required thorough cleaning prior to the Scarecrow Festival and the invoice for this paid by the PC. This is to be forwarded to the Cricket Club for reimbursement and regular cleans will be undertaken throughout the next season in order that hirers do not need to clean the building before use.

Correspondence had been received by a concerned resident who considered that the barrier was raised, and cars driving onto the Rec, unnecessarily, which could be dangerous to other users of the recreation ground facilities. Key holders have been reminded that the barrier can only be raised and cars driven onto the Rec with prior approval from the PC.

## 22.99 Allotments, Recreation Ground and Cemetery

1. **NOTED: Play Equipment** – The zipwire was surveyed over summer and has been decommissioned whilst repair and replacement quotes are sought. An additional timber on the swinging log steps has rotted and needs removing. Quotes for this are also being sought.
2. **APPROVED: Cemetery** – Watering the cemetery remains an issue and plants have been lost due to the summer drought. Cllr Shepherd received approval to purchase 10 yew tree replacements; further bushes for the bank; and 3 tree guards. Installation of a standpipe has now been completed/is near completion. Following work to consolidate information in the official register of graves and burials, it was found that there are 17 unmarked graves. Cllr Shepherd received approval to purchase granite markers, which will show the grave holder's name and date of death/burial. Approval was also given for the grave levelling quote provided by EMS.
3. **NOTED: Allotments** – A tree at the allotment boundary is causing concern. Cllr Shepherd will obtain quotes for tree work. Mr Dampier, Headteacher of Droxford Junior School, requested that a gate be created allowing access from the school grounds to the allotments. ***[Post meeting note – approval for this had already been given by the PC and the landowner.]***
4. **NOTED: Parish Green** – Installation of the plinth has been delayed until October. Once this is in place, the WWII memorial will be moved from its current position on the wall and re-sited on the new plinth. Cllr Melson is liaising with Judit Appel on additional planting along the back wall. Regarding the correspondence received from the Chair of FODC, it was agreed that Cllr Melson would make contact and talk through options to finalise a resolution.

## 22.100 Lengthsmen

**APPROVED:** It was agreed that the responsibilities for Footpaths and Rights of Way and for Roads and Highways would be amalgamated into one role, and that Cllr Smith would take this forward.

**NOTED:** The Lengthsmen are due to visit Droxford on the 31<sup>st</sup> October and 21<sup>st</sup> December. Cllr Dennington has been liaising with the Footpath Warden on the process to highlight urgent jobs.

<b>ACTION – Clerk</b> to contact the <b>Footpath Warden</b> and request a list to be included in the work schedule provided to the Lengthsmen.
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### 22.101 Footpaths & ROW

**AGREED:** A landowners' meeting would be set up in order to facilitate works and maintenance required on land owned by residents within Droxford.

ACTION – Clerk to liaise with Cllr Melson to set up meeting.
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### 22.102 Roads & Highways

**NOTED:** Cllr Smith reported that the Temporary Speed Indicator Device (TSID) was to be back in place in early October. The matter of overgrowth and hedgerows blocking and obscuring speed limit signs was discussed, and Cllr Smith will report a number of such instances to the Highways Department.

**NOTED:** Evidence is being gathered to support the change of designation U189, following the many letters from concerned residents and local groups.

**NOTED:** The footpath adjacent to U189 is in bad repair and is a potential hazard to walkers and other footpath users. Further discussions with the landowner will be included at the proposed meeting (see item 22.101).

### 22.103 Correspondence and other matters requiring the Council's attention

- a) **NOTED:** Letter received from Ann Symes regarding parking at The Square. The issue of parking monitoring was raised at the PCSO beat surgery. It is known that the PC cannot monitor poor parking - even if this blocks driveways and prevents emergency vehicle access – as there is not the man power to do so. The police would not attend to an issue such as this, however, the PC is in the process of updating signage and will include this area.
- b) **NOTED:** Letter received regarding maintenance of the car park on Union Lane (Anonymous). It was noted that in any correspondence, confidentiality will be respected, if requested. Ground Control, the company responsible for maintenance of Sovereign Housing land, has been contacted and subsequent complete removal of the overgrown hedging has taken place. With regard to cars being abandoned in the car park, unless a car is registered as SORN, or is untaxed, there is little that can be done. Reports of untaxed vehicles can be made to the DVLA via the gov.uk website. The car with broken windows has been removed.
- c) **AGREED:** Autumn Litterpick. A date has been set for Saturday 22<sup>nd</sup> October; Cllr Dennington will project manage this and the Clerk will publish the date on the website and WhatsApp group.
- d) **DEFERRED:** Accredited Community Safety Officer provision. An offer was made by Swanmore PC to share this provision. It was felt that there was no requirement currently but could be picked up at a later date if matters changed.

### 22.104 Information Exchange and items for the next meeting.

### 22.105 Date of the next Meeting

7.00pm Wednesday 19<sup>th</sup> October 2022, Droxford Village Hall.