

MINUTES
DROXFORD PARISH COUNCIL ANNUAL MEETING
6.00 pm Thursday 19th May 2022
Droxford Village Hall, Droxford

PRESENT: Councillors: Mark Dennington, Angharad Heller, Chris Horn, Colin Matthissen, Janet Melson (Chair), Di Shepherd, Lewis Smith,
IN ATTENDANCE: Ailsa Duckworth – Parish Clerk/RFO
PUBLIC: None in attendance

22.43 Apologies for absence
None

22.44 Election of Chair and Vice Chair

Cllr Dennington proposed that Cllr Janet Melson should continue as Chair, which was seconded by Cllr Shepherd. Cllr Lewis proposed that Cllr Mark Dennington should continue as Vice Chair, which was seconded by Cllr Heller.

22.45 Declarations and Acceptance of Office

Both Cllrs Melson and Dennington accepted the continuation of their roles.

22.46 Assignment of Responsibilities

The following Responsibilities were assigned:

1. Finance – Cllrs Matthissen and Melson
2. Planning – Cllrs Dennington and Horn
3. Capital Projects – Cllrs Dennington, Melson & Matthissen
4. Green Spaces – Cllrs Heller and Shepherd
5. Roads, Transport & Highways – Cllr Smith
6. Website & ICT – Cllr Shepherd

22.47 Residents as members of working groups or to assist the Council

1. Footpaths & ROW – The Footpath Warden currently supporting the Council has agreed to continue in this role.

22.48 Representatives to outside bodies

1. Droxford Cricket Club – Cllr Dennington will continue with this role.

22.49 Policies for Review

1. Standing Orders – Agreed and readopted
2. Financial Regulations – Deferred
3. Code of Conduct – Agreed and readopted
4. Health & Safety – Agreed and readopted
5. Equality & Diversity – Agreed and readopted

6. Child Safeguarding – Agreed and readopted
7. Data Protection – Deferred
8. Complaints – Agreed and readopted
9. PC Reserves – Deferred

22.50 Meeting Dates

The following dates were agreed to the remainder of the year:

Tuesday 14th June 6pm

Thursday 21st July 6pm

Tuesday 13th September 6pm

Wednesday 19th October 7pm

Thursday 17th November 6pm

Thursday 8th December 6pm

USUAL BUSINESS

22.51 Declarations of Interest

Cllr Matthissen declared an interest in a planning application relating to a new noticeboard for the Church.

22.52 Minutes of the meeting held 19th April 2022

Minutes of the meeting held on 19th April 2022 were approved as a true and accurate record.

22.53 Chair's Announcements

(1) Review of Matters arising

The Chair reviewed actions and matters arising from the minutes of 19th April 2022.

- (a) **Comments to SNDPA re. SDNP/22/01124 – COMPLETED**
- (b) **DPC to object to SDNP/21/03144/CND and SDNP/22/01832/FUL – COMPLETED**
- (c) **Discuss Enforcement Case report with WCC – COMPLETED**
- (d) **Policies reviewed and updated where appropriate – IN PROGRESS**
- (e) **Return of Expenses Forms to WCC – IN PROGRESS**
- (f) **Postpone delivery of benches – COMPLETED**
- (g) **Request Cricket Club assist in moving picnic benches – COMPLETED**
- (h) **Review cemetery documentation and numbering system – IN PROGRESS**
- (i) **Add proposal of handyman to maintain the cemetery to May's agenda – DEFERRED**
- (j) **Raise the 20's Plenty campaign at the APM – COMPLETED**
- (k) **Book table and purchase banner for Country Fair – COMPLETED**
- (l) **Convey approval to Mr. Pepper re. Café sign – COMPLETED**
- (m) **Advertise community litter pick - COMPLETED**

22.54 Public Forum

- (i) No members of the public were present.
- (ii) No County Councillors were present.

- 22.55 Planning**
- 1. New Applications and Planning Report – Appendix A**
NOTED: Decisions determined by SDNPA, Enforcement cases and Pre-applications.
 - 2. Enforcement cases**
 - a) **NOTED:** The current enforcement cases were noted.
- 22.56 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).
 - c) **NOTED:** To review Bank Reconciliation for April.
 - 2. The Pavilion**
 - a) **NOTED:** No new bookings have been made to date, although a provisional date for 4th June has been agreed.
- 22.57 Allotments, Recreation Ground and Cemetery**
- 1. Parish Green Update**
 - a) **NOTED:** Unfortunately, the stone plinth would not be delivered in time for the Jubilee Celebrations.
 - 2. Recreation Ground**
 - a) **NOTED:** The zip wire has been decommissioned, and appropriate maintenance will be sought.
- 22.58 Lengthsmen**
- a) **NOTED:** The Lengthsmen are due to visit on 23rd May. Areas of work have been suggested by the Footpath Warden.
- 22.59 Footpaths & ROW**
- a) **NOTED:** The report provided by the Footpath Warden will be reviewed in sections.
- 22.60 Roads & Highways**
- a) **NOTED:** The 20's Plenty for Hampshire campaign will be highlighted at the Annual Parish Meeting.
- 22.61 Correspondence and other matters requiring the Council's attention**
- a) **DEFERRED:** A further request from Mr Stewart Pepper regarding the fingerpost in The Square had been received. Due to the brevity of the meeting, it was agreed that his email would be circulated and the item deferred until the June meeting.
- 22.62 Information Exchange and items for the next meeting.**
- 22.63 Date of the next Meeting**
6.30pm Tuesday 14th June 2022, Droxford Pavilion.