



DROXFORD PARISH COUNCIL

MINUTES

FULL COUNCIL MEETING

6.00pm Thursday 9th May 2024

Droxford Village Hall

PRESENT: Councillors: Matt Avison, Paul Cooper, Colin Matthissen, Janet Melson (Chair), Peter Richardson and Lewis Smith

IN ATTENDANCE: Ailsa Duckworth – Parish Clerk/RFO

PUBLIC: None

24.73 **Apologies for absence:** None received.

24.74 **Declarations of Interest:** None received.

24.75 **Requests for Dispensation:** None received.

24.76 **Co-option of councillors:** It was agreed to co-opt Mrs Louise Hudson to the Parish Council.

PROPOSED: Councillor Cooper

SECONDED: Councillor Avison

24.77 **Election of Chair and Vice Chair:** It was agreed that Cllr Melson would continue the role of Chair.

PROPOSED: Councillor Avison

SECONDED: Councillor Smith

It was agreed that Cllr Matthissen would continue the role of Vice Chair.

PROPOSED: Councillor Richardson

SECONDED: Councillor Smith

24.78 **Declarations of Acceptance of Office:** Both Cllr Melson and Cllr Matthissen accepted their respective roles.

24.79 **Assignment of Responsibilities:** The following roles were assigned to councillors.

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| a. Finance | Cllr Matthissen |
| b. Planning | Cllrs Avison and Cooper |
| c. Capital Projects | Cllr Cooper (and all other cllrs as required) |
| d. Green Spaces | Cllrs Richardson and Hudson |
| e. Footpaths | Cllrs Richardson and Smith |
| f. Roads, Transport and Highways | Cllr Smith |
| g. Sustainable Droxford | Cllrs Hudson and Melson |

h. Website and ICT Cllr Matthissen

24.80 **Representatives to outside bodies:** The following roles were assigned to councillors.

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|-----------------------------|-----------------------------|
| a. Droxford Cricket Club | Cllr Richardson |
| b. Droxford Allotments | Cllrs Hudson and Richardson |
| c. Wilfrid's Café | Cllrs Melson and Matthissen |
| d. Droxford Village Hall | Ailsa Duckworth |
| e. Droxford Junior School | Cllr Melson |
| f. Parochial Church Council | Cllr Matthissen |

24.81 **Policies for review:** It was agreed that the following policies would be brought in line with the recommended NALC/HALC policy templates.

- a. Standing Orders
- b. Financial Regulations
- c. PC Reserves
- d. Code of Conduct
- e. Health & Safety
- f. Equality & Diversity
- g. Child Safeguarding
- h. Data Protection
- i. Complaints

24.82 **Internal Audit Reappointment:** It was agreed to reappoint Paul Reynolds of Fair Account as the Internal Auditor. An up to date Letter of Engagement would be requested and a brief report following each visit, so that the PC could be confident that the accounts were correct.

24.83 **Meeting Dates 2024-2025:** Full Council meetings would continue to be held on the third Thursday of the month, with a break in August. The location will be the Junior School in April, the Pavilion in June and Wilfrid's Café in September. All other meetings will be held in the Village Hall. The dates will be agreed and published on the website.

USUAL BUSINESS

24.84 **Minutes of the Full Council meeting held on 18th April 2024.**

RESOLVED: The minutes of the meeting, having been circulated prior to the meeting, were approved, and signed by the Chair.

PROPOSED: Councillor Avison **SECONDED:** Councillor Richardson

24.85 **Public Session:** No members of the public were present.

24.86 **Response to Public Participation:** None required.

24.87 **Reports from County and District Councillors:** A verbal report was received from District Cllr Danny Lee, who introduced Suzanne White as the newly elected District Cllr. Malcolm Wallace had also been elected as County Cllr and the Chair congratulated them both and welcomed Cllr White to the meeting.

24.88 **Clerk's Report including updates on previous decisions:** Verbal report Noted. It was confirmed that the Annual Play Inspection report had been received, in addition to the Equipment Life Expectancy

report. A working group would be convened to review the reports, alongside the quotes received for play equipment replacement and would feedback to Full Council with preferred options.

24.89 Finance Reports: Received and Noted

- a. **NOTED:** Financial Status and bank balance.
- b. **APPROVED:** Payments as per approval list.

24.90 Planning Report: Received and Noted

- a. **NOTED:** New applications and decisions. Cllr Avison provided an update following a meeting held with the owner of the Mill regarding the Uplands site. It was agreed Cllr Avison would draft a response to the amended documents and share with all cllrs, prior to submission to the SDNPA Planning Portal. In addition, the finalised response would be circulated to all SDNPA Planning Committee members.
- b. **NOTED:** The current open and closed enforcement cases were noted.

24.91 Green Spaces Report: Verbal report Noted.

- a. **Recreation Ground:** EMS South Ltd. have not resumed grass cutting, and to ensure that the green spaces are maintained, it was agreed to ask a locally based contractor until a new service contract is agreed.
- b. **Pavilion:** There are currently 8 future bookings planned for the Sports Pavilion.
- c. **Cemetery:** No update.
- d. **Garden of Reflection:** No update
- e. **Allotments:** No update.
- f. **Signage:** New signage has been designed and the quote will be presented at the next meeting.

24.92 Footpaths and RoW: Verbal report Noted. The fallen tree on the bridge at Footpath 14 has not yet been removed. The landowner was in discussions with tree surgeons regarding its safe removal. Damage to the bridge would also require consideration in conjunction with HCC in due course.

24.93 Highways Report: Verbal report Noted.

- a. **NOTED:** An invoice for the application costs of the Community Funded Initiative (for Village White Gates) has been requested from HCC.
- b. **NOTED:** The next Lengthsmen visit is scheduled for 15th July.
- c. **NOTED:** Cllr Smith is to source costings for batteries for the SLR and to liaise with HCC Highways on placement.

24.94 Sustainable Droxford:

The Palyce Meadow Renature Project is ongoing and the rewilding initiatives are progressing through discussions with WCC to secure land to use.

24.95 Correspondence received: An email from Mr Wilkinson had been received regarding access to the village via the Mill path. It was agreed that a meeting would be set up with Cllrs Melson, Richardson and Mr Wilkinson to discuss the situation.

24.96 Agenda Items for next Full Council meeting

24.97 Date of the next meeting: 6.00pm 20th June, Droxford Sports Pavilion