

## **MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 12<sup>th</sup> DECEMBER 2017 AT COPYTHORNE PARISH HALL (REAR EXTENSION)**

**Present:** Councillor Joseph Reilly (Chairman), Councillor Simon Lucas (Vice Chairman), Councillors Sarah Coombs, Steve Herra and Mike Moriarty.

**Also in Attendance:** District Councillor Derek Tipp; NFNPA Community Officer and 4 members of the public.

**Clerk to the Council:** Mrs Susan Brayley

### **128. Agenda Item 1 – Apologies for Absence**

Apologies for absence were received from Parish Cllrs Lady Kara Hawks and John Goodwin; County Councillor Heron; District Cllrs Andrews and Puttock

### **129. Agenda Item 2 – Councillors Declarations of Interest in items on the Agenda**

The Chairman reminded Councillors of their responsibility to declare an interest in any matter on the Agenda where they might be considered to have a prejudicial interest. None were declared

### **130. Agenda Item 3 - Public Session for Items on the Agenda**

A member of the public reported the poor state of the Public Telephone Box on New Inn Lane. The Chair advised this was still in service and recommended contacting B.T.

### **131. Agenda Item 4 - County and District Councillor Reports**

The Chair opened this item by thanking District Cllr Tipp for the £200 community grant received towards the adopted telephone box information centres. Cllr Tipp advised that he was also making a grant of £300 to the Playground and had reminded Dist. Cllrs Andrews and Puttock to check their allocations.

Dist. Cllr Tipp advised that the NFDC were investigating new avenues for increasing income including both industrial and residential property rental. These would be rented at full market value and managed by a Management Company to avoid the right to buy legislation as these were designed to raise income and were not Social Housing.

Cllr Moriarty queried how were the NFDC reserves were performing. Dist. Cllr Tipp advised that some were generating a good income, some not, but that the NFDC were in a fairly sound financial position thanks to good financial housekeeping in the past, but that additional income sources and savings had to be found to cover the Central Government Grant cut backs. Dist. Cllr Tipp advised that included in the savings was a review of the NFDC's leisure Centres along with all aspects of the Council Business.

### **132. Agenda Item 5 - Presentation by NFNPA Community Officer - How the National Park Authority Can support the Parishes.**

Mr Schiller began his presentation by explaining his background in National Parks and Grant funding and that he had originally been a Planning Officer. He went on to advise that he was working on the NFNPA Partnership Plan, which each National Park was required to have by law and as the Community Officer, tasked with working with Town/Parish Councils to form stronger links between them and the NFNPA and helping with such diverse projects as Parish/Neighbourhood Plans; footpath access issues and Village Halls. Mr Schiller's role also involved working with the NFDC on affordable Housing Producing a brownfield site register of sites in the NFNPA and was there to help with all sorts of issues and projects.

Cllr Lucas asked about contact if help with a project was needed, Mr Schiller explained he had already set up contact with the Clerk to the Council and was happy to engage and set up partnership working with NFDC and Forestry Commission.

Cllr Moriarty asked if Mr Schiller was helping with the problems of Housing Stock as reported in the press concerning homes for the Agisters and FC Keepers, reminding that there had been a similar situation with the National Trust in recent years. Mr Schiller stated that he had been advised that this was a FC matter, but his understanding was that these properties were only let at open market rent if not used by Agisters/Keepers.

Dist. Cllr Tipp asked if Mr Schiller was aware of any moves to bring NFNPA/NFDC closer together, with the NFDC's recent loss of their Head of Planning. Mr Schiller advised that the two authorities had a duty to work closely and co-operate wherever possible, this was happening with the local plans e.g. the Fawley/Waterside problems and the pressure for housing. round the National Park.

Cllr Herra advised that there were three projects in Copythorne that could use assistance: - The Playground; Stanley's Own Scout Group Building and the Parish Hall extension.

### **133. Agenda Item 6 - Planning Applications; TPO's and Similar.**

#### **133(a) New Planning Applications**

There were no planning applications or Tree Works to be considered.

### **134. Agenda Item 7 – Planning; Enforcement and Tree Work Decisions and Updates**

The Clerk presented highlights of latest information re Planning; Enforcement and Tree Work Decisions and Updates, to the meeting. Report appended to these minutes.

#### ***Appendix I***

### **135. Agenda Item 8 – Confirmation of the Minutes of the previous Parish Council Meeting.**

The draft minutes had been circulated to members prior to the meeting.

**RESOLVED:** Proposed Cllr Lucas; Seconded Cllr Moriarty; 3 in favour of Minutes being Confirmed and accepted with 2 abstentions as not in attendance at meeting.

### **136. Agenda Item 9 - Finance – To Receive and Agree Monthly Payment Schedule and Bank Reconciliation.**

The monthly payment schedule and November bank reconciliation documents which had been circulated to Cllrs prior to the meeting, were agreed. The Cheques and schedule were signed by Cllrs Reilly and Herra.

#### ***Documents appended to these Minutes – Appendix II.***

### **137. Agenda Item 10 – To Review Copythorne Playground Lease Documentation**

The lease documents had been circulated to all Cllrs prior to the meeting.

Cllr Lucas explained these were fairly standard documents, circulated for comments and if Council was happy, the Lease which was between Friends of Copythorne Playground and the Parish Hall Committee and didn't actually involve the Parish Council until the completed play ground was handed over by the FOCP by assignation of lease on completion hopefully in May 2018. Cllrs Herra and Coombs queried if the Council should seek legal advice at this stage and were reassured by Cllr Lucas that this was not necessary at present and the

urgency for FOCP was to get signed so that they could make application for an NFDC grant to assist with the shortfall by missing out on the landfill grants.

It was agreed that the Council would seek nominations for legal practices to act on the Council's behalf in January and that the FOCP be advised that the Council raised no objections to the documents as produced and were happy for the FOCP/PHC to proceed.

**138. Agenda Item 11 – To Agree Payroll Provider as per Audit recommendations**

The Clerk had obtained three quotations for payroll and pension services and these had been circulated prior to the meeting. The Clerk advised that only payroll services were currently required as earnings were below the pension threshold. Cllr Moriarty queried whether the Council should be providing their Clerk with a pension and was reassured that the current Clerk did not require one. It was agreed that the quotation for £120.00 pa from Easy Accountants was the most economical and sensible as located close to the Clerk.

**RESOLVED:** Proposed Cllr Herra; Seconded Cllr Coombs; Unanimous in favour of awarding payroll contract to Easy Accountants.

**139. Agenda Item 12 – To Review and Agree 2018/19 Budget and Precept Request**

Cllr Lucas presented this item as Chair of the Finance Committee. Reporting that the Finance Committee were much more confident and comfortable with the Council's financial status and the reporting structure and thanked the Clerk for all her hard work to achieve this.

Cllr Lucas advised that the committee had agreed a three-year grant allocation of £500 per to the Stanley's Own Scout Building refurbishment rather than a one-off payment of £1,000.

Had allocated a separate budget to the newsletter to monitor costs as the print run increased due to popularity; allocated a comprehensive budget to the playground and assigned £k14 of the Council's reserves leaving a £k3 working balance. The proposed increase to precept was £1,615, which equated to an increase of 26p per week to a band D household.

Cllr Lucas also advised that the committee were exploring the Clerk's suggestion of resigning the lead council role on the Lengthsman scheme to relieve the pressure on the Council's £k25 income threshold and also the Clerk's hours.

Cllr Moriarty queried the percentage increase and was advised it was approx. 9% in answer to his query as to whether the electorate would consider this appropriate, Cllr Herra pointed out that the increase was due to the provision of the playground and assistance to the Scout group refurbishment, both of which were adding community benefit to the Parish.

**RESOLVED:** Proposed Cllr Herra; Seconded Cllr Coombs; Unanimous in favour of approving proposed budget and submitting a precept request of £18,675.00 an increase of £1,615 to the NFDC.

**140. Agenda Item 13 – To Receive Feedback from enquiries re non-native invasive species**

The Clerk advised that she had received several responses from the HALC circulation, the consensus being as follows: -

If it is on highways land, then report it to HCC Highways.

If it is on the Crown lands, then report it to the Forestry Commission.

If it is on NT or HLOW Trust lands, then report it to them.

If it is on Parish Council land, then treat it, and you need to keep on top of it as there will also be some regrowth, but it is not too expensive if treated with a chemical.

If it is not on your land but encroaching on your land, then you ask the landowner to treat it, it is their responsibility and you can quote legislation at them.

If it is not on your land but encroaching on your land, and you don't know the owner or cannot make contact, then you can make the decision to treat, as cost is relatively minimal.

If it is not only your land and not encroaching on your land, you can do nothing as you legally do not have the powers to take action other than to advise. This you have already done via the publications in your newsletter.

A member of the public asked if members could pinpoint the problem areas, Cllr Moriarty advised alongside Romsey Rd., Uncle Tom's Cabin and the Cadnam River as travels via watercourses. The same member of the public advised he had assisted in the Himalayan Balsam "pull" and Cllr Moriarty advised he had raised the problem at the NFNPA NE Quadrant meeting. It was agreed that the Clerk should write to the Hampshire and I.O.W Trust Invasive Species Officer and invite her to attend a Parish Council Meeting in the New Year.

#### **141. Agenda Item 14 - Correspondence and Clerk's Report**

The Clerk advised the following: -

##### **Correspondence**

1. Seasonal Greetings to all NFALC Council Members received from the NFALC Chair.
2. Minutes from the NFALC meeting of 19<sup>th</sup> October received and available from the Clerk on request.

##### **Clerks Report**

1. As advised in the Cllrs Bulletin, District Cllr Andrews has been appointed to the NFDC Cabinet as portfolio holder for Community Affairs. Responsibilities will include Community Engagement; Community Grants and Support; Customer Services; Elections and Electoral Registration; Community Safety Partnership (Safer New Forest); CCTV; Careline and Communications
2. As advised in the Cllrs Bulletin Dist. Cllr Tipp has awarded us £200 as a community grant to assist with kitting out adopted telephone boxes as information centres.
3. Temporary Events Notice - Copythorne Parish Hall, Pollards Moor Road, Copythorne, Barn Dance for British Driving Society, Sale of alcohol & regulated entertainment, 16/12/2017 - 1900hrs to 2300hrs
4. The Clerk has obtained copies of the Good Councillor's Guide via HALC for each Cllr. Please read them as they contain some very important and helpful pointers for Cllrs on their roles and responsibilities.
5. The Clerk has provided copies of the Audit Financial Risk Assessment and Action Plan for each Cllr. All recommended actions/risks are required to be addressed before the end of the Audit Year, 31<sup>st</sup> March 2018 to remove the "Qualification" placed on the

Council. The Clerk recommends a formal status review be placed on the agenda for January 2018.

6. The Clerk has provided a Folder for each Cllr to keep the latest copies of the Parish Council's Policies and Procedures as they appear on the website. Copies of current Standing Orders have been printed and included in each one as one of the Audit comments requiring action before 31<sup>st</sup> March 2018, recommended bringing in line with the latest NALC guidelines. The Clerk will be preparing new draft S.O. for circulation in the new year and approval by February 2018. Copies of remaining policies will be available for the January Meeting.
7. The Office will be closed from 22<sup>nd</sup> December and reopen on the 2<sup>nd</sup> January. Telephone calls and emails will be monitored during this period.

#### **142. Agenda Item 15 – Chairman's Report**

The Chair advised he had nothing to report, apart from an apology for not preparing seasonal refreshments, but assured all attendees that these would be provided at the first meeting in the New Year.

The Chair then wished all a very happy Christmas

#### **143. Agenda Item 16 – Councillors Reports**

Cllr Moriarty reported he had attended the New Forest Consultative Panel meeting, advising that the Coastal Path route would not now be published until 2018 as there had been concerns raised on ground nesting birds' disturbance, but that it should be out for consultation after Christmas. That the NFNPA local plan would be out for consultation in January 2018, the emphasis in housing policy being for local needs with new homes in the designated villages. The Green Halo business project was discussed as was the proposed Waterside development and finally that the ABP plans for expansion to Dibden Bay were coming back into focus, with no allowance for train/ferry transport or improvements to the A326.

Cllr Herra requested that the community be conscious of vulnerable residents in the parish and asked that neighbours take the time to knock on the door to check that the vulnerable had adequate supplies and heating.

Cllr Coombs reported that she and the Clerk had attended the NFDC General Data Protection Regulation training that morning and that it had very serious implications for the Council when it came into force on the 25<sup>th</sup> May 2018. Cllr Coombs advised that she and the Clerk needed time to evaluate the key points before reporting to Council and it was agreed that this be put on February's agenda for discussion.

Cllr Moriarty inquired after the distribution numbers of the newsletter as Bartley PO were always running out. The Chair advised that the print run had just been increased for this reason and that the allocation was now Bartley PO – 50; The Garage – 25 and that he was hand delivering 25.

#### **144 – Agenda Item 17 - Agenda Items for the Next Meeting**

Legal representation to advise Council on Playground Lease

Review of progress on Audit Financial Risk Assessment and Action Plan

To agree appointment of Internal Auditor

Winsor Road Litter Bin

**145. Agenda Item 2 – To Confirm the date of the next meeting – 9<sup>th</sup> January 2018 at Copythorne Parish Hall (Rear Extension)**

Confirmed

In the absence of any other business the Chairman thanked those present for attending and closed the meeting at 8.45 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_

DRAFT