

MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 9th January 2018 AT COPYTHORNE PARISH HALL (REAR EXTENSION)

Present: Councillor Joseph Reilly (Chairman), Councillor Simon Lucas (Vice Chairman), Councillors Lady Kara Hawks Sarah Coombs, John Goodwin and Mike Moriarty.

Also in Attendance: District Councillors Diane Andrews and Les Puttock and 2 members of the public.

Clerk to the Council: Mrs Susan Brayley

146. Agenda Item 1 – Apologies for Absence

Apologies for absence were received from Parish Cllr Steve Herra; County Councillor Heron and District Cllr Tipp

147. 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

148. Agenda Item 3 - Public Session for Items on the Agenda

Two members of the public reported that due to the withdrawal of courtesy parking provision in the Haywain car park, residents and traffic users on New Inn /Oakfield Roads were experiencing severe problems due poor parking at during the afternoon school run, frequently resulting in total gridlock and provided photographs as evidence. The Chair advised that from long experience of problems of school parking issues, there was very little that could be done unless some form of parking restriction was in situ. Cllr Coombs advised that Cllr Herra (unable to attend meeting), had done a lot of work on parking with the school. Cllr Goodwin suggested was sensible to alert the beat officer to the situation. Clerk requested information from the members of the public via email and permission to pass on details to the PCSO. A member of the public then requested advice on the following items: -

- Reporting pot holes - was advised to report direct to HCC Highways via Hantsweb using the report a problem page (direct link on website www.copythorne.org.uk) and let Clerk know reference number.
- Highway footpaths issues – again report to HCC Highways as above.
- Tracking planning applications – Cllr Goodwin explained how to track via NFNPA/NFDC Planning Application page on websites.
- Parish Council boundaries – Cllr Goodwin offered to make a map showing all the Copythorne civil parish boundaries available and it was agreed to put this on the website.

149. Agenda Item 4 - County and District Councillor Reports

Dist. Cllr Puttock advised that in the continuing debate regarding waste and recycling centres, it now looked unlikely that the Marchwood centre would be closed and that HCC were investigating the possibility of making a small charge for use. Cllr Goodwin stated that there was a lack of joined up thinking, County Cllr Heron having reported there was not an issue with fly-tipping on the forest during his last visit to the Parish Council in November. Dist. Cllr Andrews thanked the Council for the article in the Parish Council newsletter regarding her promotion to the NFDC Cabinet, and advised the following: -

- The Crime and Disorder Act 1998 requires the District Council to have a crime and

disorder committee whose functions are to review decisions made or acts taken by “responsible authorities”. The Crime and Disorder committee is known as Safer New Forest Strategy and Delivery group. Cllr Andrews chaired this group with the responsible Authorities attending which were: -

NFDC: Hampshire County Council; Probation Services; Police; Fire and Rescue and the Clinical Commissioning Group.

They are assisted by other partners as and when required. E.g. Adult Services.

The committee prepare an annual strategy to target areas of crime that are felt to be important in the local area. This is in addition to the usual day to day work carried out by the Authorities.

Four areas have been identified: - Children at Risk; Modern Slavery & Human Trafficking; Drug Related Harm and Domestic Abuse.

Cllr Lucas asked was funding from all organisations involved or just NFDC? Cllr Andrews advised all the organisations and that the budget allowances were to be agreed at the next meeting.

- The decision to allow Speed watch to monitor roads in a 40mph area has still not been made. At the moment they are still restricted to 30mph. This is for the safety of the volunteers. A new speed “gun” will be available in the near future and it is being calibrated at this time. It is understood that it is for use by Speed Watch.

- Advised that the NFDC Transport Dept were making the temporary speed indicator devices available to Parishes free of charge – Cllr Moriarty advised the connection sleeves on the posts on Southampton Road were available for use.

- Advised of the “Project Integra” meeting with the recycling company.

Cllr Goodwin asked which organisation paid for fly tipping clean up and was advised NFDC, he then requested information on the cost per annum to the NFDC for the past 5years.

Cllr Moriarty advised that the speed indicator device on Southampton Road by the garage was working but still calibrated to 40 mph despite advice to NFDC Traffic dept. on several occasions. Cllr Andrews advised she would follow this up directly at the NFDC.

- Cllr Andrews has given a further contribution to the Playground...the last £200 from her community grant allocation.

Cllr Puttock advised he had also given £200 to the playground.

150. Agenda Item 5 - Planning Applications; TPO's and Similar.

150(a) New Planning Applications

The following planning applications were considered, and resolutions made as shown:

17/01028 – Old Orchard, Chinham Road, Bartley

Single storey rear and side extensions; porch; alterations to fenestration; addition of tile hanging to front elevation

Cllr Moriarty observed that as in a conservation area, the exterior doors and windows should be in brown not white UPVC

RESOLVED: Proposed Cllr Goodwin; Seconded Cllr Lucas; Unanimous vote in favour of the following: -

Response 1 - We recommend PERMISSION; but would accept the decision reached by the NPA's Officers under their delegated powers, with the following comment: -

As the property lies within the conservation area, the Council believe that the exterior door/window materials should be brown not white UPVC as is more in keeping with existing and neighbouring properties.

150(b) New Tree Work Applications

No tree work applications had been received.

151. Agenda Item 6 – 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

Cllr Goodwin advised the meeting that with regards to the enforcement notice against Bartley Forest Farm, the NFNPA had listed a Court injunction to secure compliance and 14 days had been given to the owners to comply with this.

Cllr Goodwin requested that item 13 be brought forward for discussion before Dist.Cllr Andrews left the meeting.

152. Agenda Item 13 – To Agree Action re NFDC Removal of Winsor Road/Pound Lane Litter Bin

Cllr Goodwin reminded Council of his report into the vanishing litter bin at Winsor Road/Pound Lane at the September meeting and advised that it had been reported by a member of the public that the post had now also disappeared. This same member of the public had been attaching a black bin bag to the post since the actual bin had been removed and the NFDC refuse collectors had been taking it away weekly as it was full. (It was observed that this lay by was used to collect the refuse bags on collection day.) Cllr Goodwin observed that the reason for removal of the bin given by the Streetscene Manager was that it was underused which was clearly not the case. The Clerk advised she had received no contact from the Streetscene department regarding this or any other issue, and as a map showing waste bin location in Copythorne from Dist.Cllr Andrews was clearly produced by the GIS mapping system, her intention was to ask the NFDC GIS contact to add all the waste bin sites to the whole Copythorne Parish map.

Dist.Cllr Andrews undertook to follow up with NFDC Streetscene and report back.

Cllr Goodwin advised he had been asked by the member of the public if a hook to hold the waste sack could be attached to the notice board whilst the matter was resolved. The Chair and other Council Members did not think this would be appropriate.

153. Agenda Item 7 – Confirmation of the Minutes of the previous Parish Council Meeting.

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

Cllr Moriarty suggested that further to Minute Reference 140, re invasive non-native species that the Hampshire and I.O.W Trust Invasive Species Officer be invited to speak at the Annual Parish Meeting rather than a normal Parish Council Meeting.

RESOLVED: Proposed Cllr Coombs; Seconded Cllr Lucas; 4 in favour of Minutes being Confirmed and accepted with 2 abstentions as not in attendance at meeting.

154. Agenda Item 8 - Finance – To Receive and Agree Monthly Payment Schedule and Bank Reconciliation.

The monthly payment schedule document was had been circulated to Cllrs prior to the meeting, the December bank reconciliation was circulated at the meeting due to only having been received that day. Both were agreed. The Clerk proposed that in line with an Internal Audit recommendation, the bank reconciliation be approved and signed by the Chair on a

quarterly basis. This was agreed and signed. The Cheques and payment schedule were signed by Cllrs Reilly and Lucas.

Documents appended to these Minutes – Appendix II.

155. Agenda Item 9 – To Review Communication from Wellow PC re Whinwhistle Road Junction Boundary

The Clerk had circulated a communication from Wellow Parish Council regarding the possibility of alterations to the Copythorne / Wellow boundary at Whinwhistle Road. Advising that she had taken advice from the NFDC as this was also the boundary between NFDC and Test Valley Principle Councils, the Clerk explained that no alterations could be made without a full governance review. In view of this, The Clerk's recommendation to Council, was to advise Wellow PC of the NFDC response and undertake to share any NFDC/HCC proposals that have an impact on this boundary in future years.

RESOLVED: Proposed Cllr Goodwin; Seconded Cllr Lucas; unanimous agreement of recommendation above.

156. Agenda Item 10 – To Agree Legal Representation for Council Playground Lease Review.

Cllr Lucas requested that this item be deferred to the next meeting as neither he nor the Clerk had been able to follow this up due to the Christmas holidays.

The Chair advised that the Parish Hall Committee had raised an issue with the lease documents and requested that Cllr Lucas follow this up with them.

157. Agenda Item 11 – To Review Progress on Audit Financial Risk Assessment and Action Plan Items

The Clerk reported that progress was actually very good with all but one of the items either completed or in progress. The outstanding item (reclaim VAT payments) would be completed before 31st March 2018. As per earlier agreement (minute reference 154), the Chair signed the first and second quarter end bank reconciliations.

158. Agenda Item 12 – To Appoint Parish Council Internal Auditor

The Clerk had circulated a report and costings received from the Internal Auditor, Lightatouch Internal Audit Services, who had conducted the Parish Council Audit for 2016/17 and completed the Financial Risk Assessment and Action Plan to assist the Council in compliance. Advising that as steps put in place had now corrected issues raised, the quotation was considerably reduced, the Clerk recommended re-appointment of the Internal Auditor. Quotations for both a one year and three-year period had been provided, Council decided that a three-year contract should be awarded.

RESOLVED: Proposed Cllr Coombs; Seconded Cllr Lucas; unanimous agreement in favour of a three-year appointment of Lightatouch Internal Audit Services.

Document appended to these Minutes – Appendix III.

159. Agenda Item 14 – To Agree Proposed Meeting Dates for 2018

The Clerk had circulated a list of proposed meeting dates on the second Tuesday of the month from June to April 2018. This was unanimously agreed

160. Agenda Item 15 - Correspondence and Clerk's Report

The Clerk advised the following: -

Correspondence

1. Council is invited to respond to a Notice of Grant of Premises Licence received re Courtesy Filling Station, Romsey Road, Cadnam. To permit the sales of alcohol off the premises, 05:30hrs to 23:00hrs, Monday to Sunday. Hours of opening, the same. The licensing Authority can only consider representations which infringe or violate one or more of the four licensing objectives, which are: Prevention of crime and disorder; Public safety; Prevention of public nuisance; Protection of children from harm. Close date is 10th January 2018. The Following response was agreed- ***Copythorne Parish Council have no objections to the Licence, but are concerned that the hours 05:30 – 23:00, Monday to Sunday, do not take into account that planning consent quotes different opening hours on Sundays/Public Holidays.***
2. Invitation to the NFALC meeting of Thursday 18 January 2018 at Appletree Court received. Agenda attached.
3. Invitation received to the NE Quadrant Meeting on 7 February 2018 at 7pm at Bramshaw Village hall. The Clerk has been advised by the NFNPA Policy Manager that he will be attending to give a short presentation on the draft NFNPA Local Plan 2016 – 2036. Attendees please.

Clerks Report

1. The following has been announced by Central Government - No referendum principles for English Parishes for the next three years - When presenting the Local Government finance settlement to the House of Commons yesterday the Secretary of State for Communities and Local Government announced that “the government intends to defer the setting of referendum principles for town and parish councils for 3 three years”. SLCC Chief Executive, Rob Smith, said: “This announcement will allow local councils to prepare prudent medium term financial plans for delivering important local services with certainty for the next three years”.
2. Formal invitation to the Memorial Service for former Leader of Hampshire County Council, Honorary Alderman Ken Thornber, will take place at Winchester Cathedral on Friday 2 March 2018 at 2pm has been received. ***Chair to attend to represent Copythorne PC***
3. Information received from HALC of a Public Consultation - Shaping the Future of England's Strategic Roads. As usual these days, this is only available via an online link and responses are only accepted online or via email.
4. December Beat Report received and attached.
5. The Clerk has been advised by the NFNPA Planning Policy Manager that all going well, the Draft of the New Forest National Park Local Plan for 2016-2036 should be circulated for review week commencing 15th January 2018. There will be a six-week review period starting from the date of issue, which will allow for Parish Council review and response at (hopefully) the February PC meeting. Once received the links will be circulated to Cllrs and published on the home page of the website.

6. Notification received that a “Heart Start” course is to be run at the Parish Hall annex on Thursday 30th January starting at 7.30pm for about 25 people. If Cllrs are interested in attending, please advise at this meeting so that a place may be booked. ***Cllrs Coombs and Reilly; Cllr Moriarty to confirm***

161. Agenda Item 16 – Chairman’s Report

The Chair advised that Scaffolding and other equipment was finally being removed from the Romsey Road site.

162. Agenda Item 17 – Councillors Reports

Cllr Moriarty reported he had attended the HCC Highways Autumn Parish Briefing in Winchester before Christmas and circulated a report to all Cllrs. Advising this was detailing future plans for the County road network, he reported that issues affecting the Forest area, were the impact of Dibden Bay proposals on the A326; Improvements to the Redbridge and Millbrook flyovers; Totton Causeway repairs and A31 improvements. Cllr Moriarty also advised that HCC Highways had requested that Councils advise residents to use Hantsweb to report problems and not the “Fix my Street” app as this does not “talk” to the HCC system. ***Document appended to these Minutes – Appendix IV.***

163 – Agenda Item 18 - Agenda Items for the Next Meeting

To agree formal Parish Council response to Draft NFNPA Local Plan 2016-36

To reconsider Parish Council response to planning application 17/00710 – The Beeches, Romsey Road, Ower, following receipt of further information.

Legal representation to advise Council on Playground Lease

To consider obtaining a Debit Card for postage, print toners and similar purchases.

To agree Annual Parish Meeting agenda

164. Agenda Item 19 – To Confirm the date of the next meeting – 13th February 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 9.04 pm

Chairman _____

Date _____