

**MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 13<sup>th</sup> February 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, Steve Herra and Mike Moriarty.

**Also, in Attendance:** County Councillor Edward Heron; District Councillors Diane Andrews and Derek Tipp and 8 members of the public.

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

**165. Agenda Item 1 – Apologies for Absence**

Apologies for absence were received from District Cllr Puttock

**166. 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. Cllr Goodwin declared a possible non-pecuniary interest in planning application 18/000014 as a customer.

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

A member of the public reported back to the council on the items he had raised at the January meeting as follows: -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: -

- Pot holes on New Inn Rd / Oakfield Rd – Following reporting to HCC Highways a surveyor had been out and viewed the problem and were now in the system.
- Thanked Cllr Goodwin the Copythorne civil parish boundary map. (Now available on the website).
- Phone Box on New Inn Rd – had contacted BT regarding its poor state, they had promised repairs and maintenance including repainting
- Parking Issues at school times – Thanked the Clerk for sending information promptly to PCSO – had had a long discussion and Police unable to take action as no illegal parking. Had also been in contact with Dist.Cllr Andrews who had advised nothing could legally be done. Questioned if double yellow lines could be applied – Cllr Goodwin advised unlikely as site not considered dangerous.

The member of the public then asked if Copythorne PC intended to develop a Village Design Statement (VDS) as other Parish Councils had. County Cllr Heron advised that a VDS was a supplementary planning document that was developed to endorse a Council's vision on housing characteristics and types encouraging better quality of design but could not influence where and when building would take place as only an approved Neighbourhood Plan could do this. Explaining that an approved Neighbourhood Plan carried the full weight of Planning Policy, it could confirm higher plans and also influence planning authority decisions, but not override them, it was an important document that had to be professionally written by a consultant and although there were Central Government grants of approx. £k4 to assist with this, actual costs were likely to double that. Advising that whilst NP's were important in areas facing high housing impact such as the Waterside Councils, restrictions in the National Park meant one would be unlikely to prove cost effective to this area.

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

County Cllr Heron advised that subject to approval of the full County Council, careful management and the proposed increase of 5.99% tax rise meant that the waste and recycling centres would not close, bus subsidies would not be reduced and would continue to explore better management of School crossing patrols. The £m140 savings had assumed a 4.9% rise, the County were still having to manage the loss of Central Government grants and the increased costs of adult social care.

Cllr Lady Kara Hawks raised the news reports regarding recycling waste markets, CCllr Heron advised that HCC were mostly working within a sound recycling market and were able to incinerate items such as yoghurt pots, with very little going to landfill.

The Chair thanked CCllr Heron for his community grant donation of £500 towards the WW1 100-year commemoration bench.

Dist.Cllr Andrews advised yoghurt pots make excellent incineration material and the only doorstep collection problems had been with large items – particularly fridges causing occasional recycling issues and not to believe all that is written in the press!

Dist.Cllr Andrews praised the Friends of Copythorne Play Ground on a very polished presentation in support of their application for funding to the NFDC, observing that it was looking positive for an award.

In response to Cllr Goodwin's request for information on NFDC clean up costs for fly-tipping, advised that costs were £k65 per year for the past five years and had been outsourced, but that was anticipated to rise to £k75, despite being taken in house as part of cost savings.

Was pleased to announce Winsor Road/Pound Lane lay by had a nice new bin.

Finally, encouraged members not to give up re the school parking issues.

Cllr Herra advised there had not been a meeting for over 18 months as no contact had been received from HCC. Earlier meetings between School/Police/HCC/PC had resulted in parking improvements in Winsor Road and the Scholl had been very pro-active with this. It was a NFDC enforcement issue not a police one, but no warden had ever been seen. Was able to report that the withdrawn spaces at the Haywain had now been reinstated.

Cllr Moriarty enquired as to when the speed sign would be repaired. Dist.Cllr Andrews advised that the NFDC had advised was HCC highways responsibility and a request had been submitted for re-calibration.

Dist.Cllr Tipp advised that the NFDC Council tax was to increase by £5 per annum for band D properties.

That the NFDC were reviewing election ward boundaries with a view to reducing Dist.Cllr numbers, but that this would not take effect until after the 2023 elections.

That the A35 (Southampton to Totton) was undergoing pollution monitoring after breaching guidelines, only a small part was actually within the NFDC boundary.

Finally observed that the estimated housing numbers required in both NFDC and NFNPA areas were actually reducing – the 789 per year required in 2014, had reduced to 584 in 2017.

Cllr Moriarty raised the request from Wellow PC to review the Whinwhistle Road parish boundary with Copythorne and was advised that as this also formed the Principle Authority boundary it would not form part of this review.

#### **169. Agenda Item 5 - Planning Applications; TPO's and Similar.**

##### 169(a) New Planning Applications

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

18/00002 – Hamilton, Winsor Road, Winsor, SO40 2HJ

Detached Outbuilding

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

Response 3 - We recommend PERMISSION

18/00009 – Aurora, New Inn Road, Bartley

Two storey side extension; pitched roof to porch (demolition of existing attached garage)

The applicants attended and gave a short presentation to Council. Advised same footprint, would replicate exterior treatments had spoken to neighbours and could provide onsite parking for site traffic.

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

Response 3 - We recommend PERMISSION

18/00037 - Swiss Wood, Winsor Road, Winsor

Single storey rear and side extensions; replacement porch; roof alterations to facilitate additional first floor accommodation.

Applicants attended and advised that the required tree report had been prepared and sent to the Planning Officer, but that no response had been received at the date of the meeting.

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

Response 3 - We recommend PERMISSION - subject to the Tree Officer's concerns being addressed.

18/00010 - Little Orchard, Southampton Road, Cadnam

Application to vary Condition 4 of planning permission 16/00756 to allow minor material amendments.

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

Response 1 - We recommend permission, for the reasons listed below, but would accept decision reached by NPA's Officers under their delegated powers.

- Inconsequential Changes

18/00027 - Manor Farm, Wittensford Lane, Cadnam

Reinstate doorway opening and alterations to existing window to form door opening to west elevation; block up window on east elevation of agricultural building.

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

Response 1 - We recommend permission, for the reasons listed below, but would accept decision reached by NPA's Officers under their delegated powers.

- Inconsequential Changes

18/00014 - Compass Inn, Winsor Road, Winsor

Insertion of 2no. lantern rooflights to flat roof: alterations to fenestration; retaining wall.

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

Option 1 - We recommend permission, for the reasons listed below, but would accept decision reached by NPA's Officers under their delegated powers.

- Is a sympathetic alteration to a local heritage building
- Copythorne Parish Council are committed to supporting local businesses that have community value

#### 169(b) New Tree Work Applications

TPO/18/0094 – I, Orchard Court Romsey Rd, Cadnam

Prune 1 x Sycamore Tree

Leave decision to Tree Officer

Cons/18/0116 – Pegasus, Barrow Hill Rd, Copythorne

Fell 2 x Willow Trees; Fell 1 x Cherry Tree

Leave decision to Tree Officer

#### 169(c) – Consideration of Earlier Planning Application Response in Light of Subsequent Information Received

17/00710 – The Beeches, Romsey Road, Ower

Continued mixed use of land and siting of timber clad mobile home for Adult day care

Cllr Goodwin gave the meeting an overview of the background and history of the Parish Council's previous positive responses to the application due to a misunderstanding of its implications and the subsequent refusal by Planning Officers due to it being contrary to policies DP1; DP6; CP14 and CP17 of the NFNPA Core Strategy and Development Management Policies (December 2010).

Dist.Cllr Andrews also advised her concerns re the application and that she had stated her objections to it.

Cllr Goodwin advised that the applicants were currently appealing the NFNPA decision and whilst Council were unable to retract their earlier response, they were able to retrospectively support the Planning Authority, hence the reason this had been brought back to Council for review. Members endorsed Cllr Goodwin's suggestion and the Clerk was asked to propose a suitable response, (see appendix I) which was unanimously agreed. **See Appendix I**

Cllr Goodwin then raised the issue of a planning application reviewed at the January meeting where despite both the Conservation Officer and the Parish Council comments re the use of white rather than brown UPVC replacement doors and windows, the planning officer appeared to ignore the recommendations. Cllr Goodwin stated more careful consideration of responses would be advisable in the future. had permitted white. **See Appendix II**

#### **170. 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 III**

#### **171. Agenda Item 7 – Confirmation of the Minutes of the previous Parish Council Meeting.**

The draft minutes which had been circulated to members prior to the meeting, were confirmed, with one abstention as not present at the meeting.

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

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

***Documents appended to these Minutes – Appendix IV.***

**173. Agenda Item 9 – To Receive Third Quarter Parish Council Budget Update**

The third Quarter Budget Update documents had been circulated to Cllrs prior to the meeting. Advising there was little change to anticipated payments since the update to November presented as part of the 2018/19 budget/precept item in December, the Clerk was able to report that the Council had been awarded a payment of £1,179.00 from NALC in respect of a Small Council Transparency Compliance grant and £500.00 towards the WW1 Commemoration bench from County Cllr Heron.

Cllr Goodwin congratulated the Clerk on the successful Transparency Fund Application.

**174. Agenda Item 10 – To Parish Council response to Draft NFNPA Local Plan 2016-36**

Cllr Goodwin advised he and Cllr Moriarty had attended the NE Quadrant where the MFMPA Policy Officer had given a presentation regarding the final draft. Cllr Goodwin observed there were no real Parish Council amendments to this draft and suggested a formal response stating the Parish Council's strong support of the NFNPA Plan in principle. This was universally agreed. Cllr Goodwin was asked to prepare a draft response to be circulated and agreed by Cllrs. Clerk would then submit as Copythorne PC's formal response prior to consultation close date of 28<sup>th</sup> February 2018.

***Action Cllr Goodwin / Clerk***

**175. Agenda Item 11 – To Agree Legal Representation for Council Playground Lease Review.**

Cllr Lucas advised that the Parish Hall Committee were now satisfied with the lease documents and this item was to agree Parish Council legal representation for the transfer agreement from FOCP to CPC and with Councils agreement, he and the Clerk would obtain quotes. Cllr Goodwin requested that as these were usually done on a standard template, the final documents were kept simple, with non-relevant items struck through for the benefit of future CPC Cllrs and Officers.

***Action Cllr Lucas / Clerk***

**176. Agenda Item 12 – To Consider the Option of a Council Debit Card for Postage/Online Purchases**

The Clerk advised she was currently spending an average of £44.00 per month on postage, small value stationery items and financially beneficial online purchases (toner cartridges; anti-virus protection; Printer and similar). Which was currently paid for by the Clerk and then reclaimed retrospectively as expenses, via a detailed breakdown and accompanying invoices/receipts on a monthly basis. Provision of a Council debit card would enable the Clerk to purchase these items without having to carry the financial cost herself and as are being charged directly to the Parish Council, the reclaim of the VAT portion could not be disputed. Detailed breakdown of costs would form part of the payment schedule and the costs would be reconciled as part of the bank reconciliation.



Cllr Goodwin proposed that the card be limited as per Financial Regulations, with costs greater than £150.00 being agreed prior to use.

**RESOLVED:** Proposed Cllr Goodwin; Seconded Cllr Coombes; unanimous agreement in favour of provision of a Parish Council debit card for use to purchase postage, small value stationery items and financially beneficial online purchases as per adopted financial regulation limits, where it is not possible to hold payment for a cheque or similar two signature payment authorisation.

#### **177. Agenda Item 13 – To Review Proposal of Parish Council Awards**

The Clerk circulated a draft copy of a document to be awarded by the Parish Council at the Annual Parish Meeting to individuals/groups in recognition of contributions to the Community. This was universally agreed by Council, with the first award to be made at the APM on 28<sup>th</sup> March 2018.

#### **178. Agenda Item 14 – To Agree Annual Parish Meeting Agenda**

It was agreed to approach the Parish Hall Committee to request a short presentation on the hall and this be added to the proposed Agenda.

#### **179. Agenda Item 15 – To Receive Report from Friends of Copythorne Playground**

The report had been received and circulated to Cllrs prior to the meeting.

The additional news was that the NFDC cabinet had met and agreed to award £k23.0 to the project, so providing agreed at full NFDC Council meeting were able to report had achieved target funding. Next steps were to select 3 playground provision companies from the 5 approached by the 28<sup>th</sup> March 2018, with the final tender being awarded in April with a view to starting work in June. The FOCP chair reiterated the FOCP were grateful to CPC for their consistent support and asked for ideas for the opening ceremony. Cllr Reilly suggested contacting Dr Julian Lewis MP to perform the opening, with those who had made significant donations (Paultons Park; etc) also being invited.

Standing Orders were suspended to enable the meeting to continue. Cllrs Lady Kara Hawks, Coombs and Goodwin gave apologies as had to leave the meeting.

#### **180. Agenda Item 16 - Correspondence and Clerk's Report**

The Clerk advised the following: -

1. Notification received re The Great British Spring Clean which is taking place this year between 2-4 March and New Forest District Council and partner organisations will be supporting the campaign again this year. Information is provided if we want to plan an event in your community. Although we can hold a litter picking event on another date if that is more suitable.
2. Invitation received to the HALC Annual Conference to be held on 21<sup>st</sup> March 2018 at St Mary's Stadium, Southampton. Cost of the event is the same as last year at £75 per delegate (Incl refreshments and a light lunch).  
**Cllrs Reilly and Goodwin**

3. Invitation received to service of celebration of completion of the Paths and Driveway at St Mary's Church, Copythorne, 9.30 Sunday 11<sup>th</sup> March. Service to be conducted by Bishop of Southampton, Rt. Rev, Bishop John Frost. **Chair to attend**
4. Copy of letter to Natural England requesting extension to area of SSSI 173, (Barrow Hill Road, Copythorne), received from property owners in Barrow Hill Road. Area concerned is currently advertised for sale by Woolley and Wallis of Romsey.

### **Clerks Report**

1. Invitation received to awareness-raising event about invasive non-native plants being hosted by Catherine Chatters and colleague Jo Gore for Parish Councils (Councillors, Clerks, lengthsman etc). The event will be held at Testwood Lakes Education Centre in Totton, with a buffet lunch provided and will finish at 2pm on the morning of Thursday 1 March 2018 and is funded by the Heritage Lottery Fund through the New Forest 'Our Past, Our Future' Landscape Partnership Scheme. – **No Cllrs able to attend**
2. Beat Report and results of Policing Survey received from PCSO Williams, copies attached.
3. Notification received of the NFNPA Planning Committee meeting on 20<sup>th</sup> February 2018, Copythorne has no planning applications on the agenda.
4. Notification received of the HCC / Town and Parish Councils' Event to be held in Winchester, 6 – 8pm, 1<sup>st</sup> March 2018, agenda attached. Attendees Please. **Cllrs Lucas and Goodwin**
5. Adopted telephone box use as information centres: - We received a grant from Dist.Cllr Tipp to assist with this, the Clerk has requested costs for A3 maps from NFDC and has found two types of rack to hold information sheets – Cllrs views please. **Cllr Lucas to provide information on specialist site.**

### **181. Agenda Item 17 – Chairman's Report**

The Chair reported he had attended the "Heartstart" presentation at the Parish Hall and the presentation on the Stanleys Own Scout group trip to Gambia which was "brilliant". That the work on Splitwind Pond had been completed and that with work done by the Lengthsman and HCC clearing footpaths, the Parish was looking very presentable. In addition, Winsor football club were now playing at Tatchbury thanks to the generosity of a local resident paying the rent on the ground. Finally, had been approached by the St Mary's Church Warden for assistance with the costs of restoring the footpath at the back of the Church and advised the Council had no grant funding available until April.

### **182. Agenda Item 18 – Councillors Reports**

Cllr Moriarty reported he and Cllr Goodwin had attended the NE Quadrant meeting and had asked that the HIOW Trust Non-Native Plants Officer be asked to attend a meeting in the future. He also advised that there had been a presentation made on the Sustainable Communities Fund by the NFNPA and he had enquired if a grant could be made available for

the Parish Council re Invasive Non-Native plants. The Chair advised that as the Council did not own any land of its own it would not be applicable. Cllr Moriarty raised the issue of problems in the Parish, Cllr Lucas advised that the Council could not apply for grants for work on private land as it had no powers to do so, work done on the Cadnam river by the NFNPA being done under regulatory rights. It was agreed that the Council had publicised information widely and that a report and leaflets provided by the HIOW Trust Non-Native Plants Officer would be included at the APM and this was the limit of the Council's powers. Cllr Lucas advised he and the Clerk had attended the NFALC meeting, interesting presentations on the work done re cycling events and a worrying one on GDPR.

**183 – Agenda Item 19 - Agenda Items for the Next Meeting**

None suggested

**184 - Agenda Item 20 – To Confirm the date of the next meeting – 13<sup>th</sup> March 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 9.35 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_