

## **MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 13<sup>th</sup> MARCH 2018 AT COPYTHORNE PARISH HALL (REAR EXTENSION)**

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

**Also, in Attendance:** District Councillor Derek Tipp and 4 members of the public.

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

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

Apologies for absence were received from Parish Cllr John Goodwin, County Cllr Edward Heron; District Cllrs Andrews and Puttock

### **186. 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

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

There were no items apart from Planning Applications

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

Dist.Cllr Tipp confirmed that the NFDC Council tax would increase by £5 per annum for band D properties and advised that the opposition party had put forward a proposal that all Band H properties in the NFDC area be contacted to suggest they might like to make a voluntary increased council tax payment as had already been done by some London Councils.

Advising that all the London Councils were authorities like Southampton/Portsmouth (i.e. No County Council payments), Cllr Tipp reported this had gone forward for Panel review.

That the A35 (Southampton to Totton) pollution monitoring was complete, but still awaiting results. Commercial Rd., Totton was well below recommended limits, so the problem was probably the Totton Flyover and associated route into Southampton, issues being raised re lorries and busses.

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

#### 189(a) New Planning Applications

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

#### 18/00087 – Amberley, Southampton Rd, Bartley, SO40 2NA

Two Storey Rear Extension

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

Response 3 - We recommend PERMISSION

- We note is within the 30% Limits

#### 18/00107 – Calthorpe Cottage, Shepherds Rd, Bartley, SO40 2LH

Single Storey Front Extension

Response 4 – We recommend Refusal

- We note that the proposal exceeds the 30% limit and is therefore contrary to planning policy.

18/00127 – Land Adjacent Lyndhurst Lodge, Copythorne Common, Copythorne, SO40 2PG  
Retention of 2 no stables and enclosure

Applicants attended and gave a short presentation to Council advising the background to the application based on preservation of grazing and not being visible to neighbours. Cllr Herra observed that he had no objections to the application and having studied it carefully had noted that the NFNPA had already set precedent by granting similar applications on smaller sites elsewhere. Cllr Herra also observed that all 15 letters received were in support and offered evidence of longevity at the site.

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

Response 3 - We recommend PERMISSION, for the reasons listed below.

- The Parish Council took notice of fact that all 15 responses listed with the online application details were in support of the application, citing Improved land management, Social wellbeing and offering evidence of a structure being in place on the site for in excess of 20 years.
- The Parish Council also noted that a precedent has already been set elsewhere in the NFNPA area in respect of granting permission to two other sites (Land adjacent to Wootton Old Farm 16/01077 & Land at Church Lane Pilley 16/01080), within the last two years, both demonstrating less grazing land available per horse, DP21 and larger buildings of 45 square metres and 58 square metres respectively. The proposed application shows a building of just 31 square metres.

18/00122 - Premier Inn, Romsey Rd, Ower, SO51 6ZJ

Two-storey hotel extension; associated car parking

Concerns were expressed regarding overdevelopment of the site. It was noted that due to the popularity of the neighbouring theme park attraction, the hotel was very popular with visiting families and was providing work for local people, but there were concerns regarding exit/egress from the site. It was observed that no objections had been recorded against the application.

**RESOLVED:** Proposed Cllr Herra; 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.

- Subject to Highways and Tree Officer's approval
- We note there have been no objections recorded
- Contributes to local economy and provides work for local population

18/00109 - Paultons Park, Ower, SO51 6AL

Two storey extension to existing workshop

It was observed that this was consistent with the published Paultons Park 10-year plan and had health and safety implications.

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

Response 3 - We recommend PERMISSION, for the reasons listed below.

- The application is consistent with the company's published 10 Year Plan
- Matches facilities to demand
- Improves Health & Safety

189(b) New Tree Work Applications

None

**190. 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**

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

**RESOLVED:** Proposed Cllr Herra; Seconded Cllr Coombs; Unanimous vote in favour of the Minutes being Confirmed and accepted.

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

The monthly payment schedule document and February bank reconciliation had been circulated to Cllrs prior to the meeting. The Clerk advised that there was one payment in excess of £1,000.00 on the Payment Schedule and required endorsement as per Parish Council Financial Regulations. The invoice totalled £1,592.40 and was for Lengthsman's work which now included VAT (net cost is £1,327.00). Work schedule had been extensive comprising annual schedule work, work identified in Council back in November, reinstating the Pound Lane noticeboard, plus additional items identified whilst working in the Parish (e.g. clearing undergrowth at a bus stop as he had found people having to stand in the road), as was his instruction from HCC Highways as part of the Lengthsman role. The Clerk also advised that this essentially covered to 18 months-worth of work as the total spent 2016/17 year was £538.00. The Clerk pulled up the photographic evidence supplied by the Lengthsman on the screen and reminded Cllrs of the Chairman's comments at the February meeting that the Parish was now looking very tidy due to that and some work by HCC. The Clerk reminded Cllrs that both herself and the Chair had been working hard to get the work done and included in the March payments as it was important to clear all the current year Lengthsman invoices to ease the transfer of Lead Parish from Copythorne PC to Wellow PC due to take effect from 1<sup>st</sup> April 2018. The Clerk also suggested that it would be sensible and helpful to bring forward a work schedule in the autumn in the future and perhaps a system similar to the rights of way inspections and timing be implemented. Bringing forward an item from the Clerk's report, the Clerk also reported that the lead parish transfer had now been agreed by HCC Highways and that Cllr Goodwin had requested an Agenda Item to discuss Lengthsman process at either the April or May agenda, however in order to allow Wellow PC time to propose a new cluster lead process and allowing for the amount of Council business legally required at the May (Annual) meeting, the Clerk would suggest the earliest timing would be June and asked for Cllrs views on timing. Cllrs unanimously agreed the Clerk's suggestion of June.

The Clerk also advised that the Payroll provider direct debit had been set up, there was a 3 month catch up payment in March and would revert to £10 pm in April and that the reclaim of VAT for 2016/17 period had been submitted to HMRC and that the 2017/18 period would be actioned in April.

The Payment Schedule and Bank Reconciliation were unanimously agreed. The Cheques and payment schedule were signed by Cllrs Reilly and Hawks.

***Documents including work schedule appended to these Minutes – Appendix II.***

### **193. Agenda Item 9 – To Review and Adopt Revised Standing Orders**

The appropriate pages showing proposed revisions had been circulated to Cllrs prior to the meeting.

The Clerk explained that the revisions were proposed to tailor the NALC “standard model” currently adopted to Copythorne PC’s requirements by including reference to the Code of Conduct and reporting of planning application information, plus dealing data protection for members of the public and the Internal Audit requirements to correct Accounts and Financial Matters.

**RESOLVED:** Proposed Cllr Lucas; Seconded Cllr Coombs; Unanimous vote in favour of the Revised Standing Orders being adopted with immediate effect.

### **194. Agenda Item 10 – To Agree Proposed Interim GDPR Recommendations**

The Clerk gave the following report to the Council: -

General Data Protection Regulation (GDPR) is coming and its impact will be one of the most significant changes to legislation to affect us in recent years. Whilst awaiting the final documentation from the Information Commissioners Office (I.Co.) which is due early May, I.Co. have published advice on preparing for the regulations and based on that information HALC presented an update to NFALC identifying what had been agreed and what actions Councils’ could take now to prepare for May.

#### The key changes can be summarised as follows: -

GDPR is concerned with the rights and protection of the individual, primarily the individual’s right to privacy. As a result, an individual must specifically give consent to their information being held by a “Corporate Body”.

The “Corporate Body” cannot share that information with another “Corporate Body”, without the individuals permission to do so. This will be on a case by case basis and not by generic assumption.

The “Corporate Body” must hold any individual’s data securely and advise an end date for holding the information which must then be securely disposed of.

If a complaint of a breach is made against a Corporate Body, all relevant IT equipment and documentation can and (probably will) be seized for investigation.

Copythorne PC is designated as a Corporate Body. This means that both members and employees of the Council must follow these rules and steps must be put in place now to ensure compliance by May.

#### Recommendations

Each Cllr to be provided with a .gov.uk email address managed on a HCC secure server and to only use this email address for Council business, any contact received on a personal email account should be forwarded to the official email account and deleted from the personal one. *This is designed to protect the Council Member as data can be retrieved from the HCC server as should a complaint be made, use of personal emails will and has resulted in seizure of personal IT equipment.*

Any email / correspondence request containing personal details received from an individual is passed straight away to the Clerk for verification of permissions with that individual and deleted from the Cllr’s inbox. *Again, designed to protect the Council Member and to promote the discipline of deleting individual’s data.*

A comprehensive audit is carried out on all historical data held. Any item/document containing personal data that is no longer current will be destroyed by confidential burning, any item/document containing potentially useful information will have the personal data redacted. *Clerk has started this audit and will have completed before May.*

Where it is necessary to continue to hold an individual's personal data, they will be contacted for permission, that data will be deleted/destroyed once the "project" has been completed. *Clerk to action as necessary*

No request will be forwarded to another Corporate Body without permission. *Clerk has implemented already.*

Cllr Coombs stated that having attended the NFDC presentation on the Council's behalf and trying to keep up with the continually changing information being sent by all the advisory bodies ever since, she considered the recommendations made a sensible start to dealing with the issue and thanked the Clerk for all the work completed so far.

**RESOLVED:** Proposed Cllr Coombs; Seconded Cllr Lucas; Unanimous vote in favour of implementing all recommendations as soon as possible.

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

Cllr Lucas advised that the quotation received from the Land and Property firm of Solicitors approached, Kirklands, was £200.00 and the Clerk advised that as the HALC legal advisors were now the legal department at Hampshire County Council, they were not able to provide fee paying external legal advice and so would recommend the use of Kirklands. Appropriate contracts needed to be agreed between Kirklands and the Parish Council as a wholly precepted Local Government organisation rather than their usual Business or private individual customers. As the playground building would not be started until June, it was agreed there was time to get the legal review of the documents completed before this.

#### **196. Agenda Item 12 – To Agree Recipients of Parish Council Awards at Annual Parish Meeting**

The Clerk advised that it was proposed to make the first award to Mr & Mrs Hole of Bartley Post Office as had been suggested at previous meetings, but not formally agreed.

Cllr Lady Kara Hawks asked to be reminded of the criteria of the award and was advised it was designed to formally recognise an individual, or group of individuals for assistance to the Copythorne community and to make a presentation at the Annual Parish Meeting as this was a Community and not Council driven meeting. The Clerk advised that going forward, nominations could be requested from the Community or suggestions as from the Council members.

It was unanimously agreed Mr & Mrs Hole be recipients of the 2017/18 award.

#### **197. Agenda Item 13 – To Review and Agree History Society Suggestions for Parish Council Logo Competition**

The Clerk circulated copies of an extensive list of ideas for items for the logo competition received from the History Society covering an excellent list of historical, community and other

items associated with the Copythorne area from the Parish Hall to the Motorway. The Clerk had also raised the “Copythorne” reference made during the Copythorne W.I. 100-year celebrations of Oak and Hawthorn leaves.

It was agreed that Cllrs would review the list and let the Clerk know their preferences.

### **198. Agenda Item 14 – Correspondence and Clerk’s Report**

The Clerk advised the following: -

#### **Correspondence**

1. Temporary Events Notice received: - Copythorne Parish Hall - Charity Ball - sale of alcohol and regulated entertainment, 17/03/2018 19:00 - 23:45 hrs 150 people
2. Invitation received to the New Forest Higher Level Stewardship Scheme Annual General Meeting on Wednesday 25<sup>th</sup> April 2018. Both Councillors and clerks are welcome to attend. - ***Cllrs Herra & Moriarty subject to confirmation.***
3. Next NFNPA Planning Committee Meeting will take place 9.30am Wednesday 20<sup>th</sup> March 2018. No Copythorne applications are on the agenda.
4. Notice of New Forest Spring Cycle Event 14<sup>th</sup>/15<sup>th</sup> April 2018 received, will be affecting Bartley, Cadnam and Newbridge. The map will be posted on the website at the end of March.

#### **Clerks Report**

1. The awareness-raising event about invasive non-native plants being hosted by Catherine Chatters and colleague Jo Gore for Parish Councils (Councillors, Clerks, lengthsman etc). Due to be held on 1<sup>st</sup> March, had to be cancelled and has been rescheduled. The event will now be held at Testwood Lakes Education Centre in Totton on the morning of Wednesday 31 October 2018 – ***Cllr Moriarty subject to confirmation.***
2. Notification received that the NFNPA NE Quadrant Meeting will be held on 23 May 2018 at 7pm in Colbury Church Rooms, Deerleap Lane, Colbury, SO40 7EH - ***Cllr Moriarty usually attends***
3. Acknowledgment received of Copythorne PC’s response to the New Forest National Park Local Plan Review.

### **199. Agenda Item 15 – Chairman’s Report**

The Chair reported that the Memorial Service for Alderman Thornber, he was due to attend had been cancelled due to the snow and that the 30mph road making roundels had been renewed by HCC Highways in Newbridge,

The Chair also reported he had completed the regular risk assessment check on all the Parish Council’s external assets and passed to the Clerk with the intention that this be added

to the website in the future and that predictably the grit bins needed topping up. It was agreed that the Defibrillators and Telephone Boxes should be added to the list for the 2018/19 year. Finally, that he had been unable to attend the blessing of the new footpath at St Mary's Church due to illness.

**200. Agenda Item 16 – Councillors Reports**

Cllr Moriarty reported the New Forest Consultative Panel meeting had been cancelled. Cllr Lucas reported that the HCC Town and Parish Briefing had also been cancelled and that the playground procurement process was underway. The Clerk advised that a Finance Committee meeting should take place in April.

**201 – Agenda Item 17 - Agenda Items for the Next Meeting**

None suggested

**202 - Agenda Item 18 – To Confirm the date of the next meeting – 10<sup>th</sup> April 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 9.00 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_