

MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 12th SEPTEMBER 2017 AT COPYTHORNE PARISH HALL (REAR EXTENSION)

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

Also in Attendance: District Councillors Diane Andrews; Derek Tipp; Six members of the public.

Clerk to the Council: Mrs Susan Brayley

67. Agenda Item 1 – Apologies for Absence

Apologies for absence were received from County Councillor Edward Heron and District Councillor Puttock

68. 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 declared.

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

One members of the public stated an interest in agenda item - planning applications.

70. Agenda Item 4 - County and District Councillor Reports

No report had been provided by County Cllr Heron.

District Cllr Andrews reported the NFDC CEO had briefed Dist. Cllrs on the NFDC draft Local Council Plans to be in place until 2022, also that NFDC/NPA Planning had met to review their respective Local Housing Plans before submission to Central Government. Cllr Andrews also advised was now on the Public Toilets review panel.

Cllr Tipp advised that Dibden Bay was back on the agenda, with the Port Authority almost certain to do some kind of development on the land they own there.

Cllr Tipp also stated his concern that there were three thousand new homes planned for the Fawley area, with no proposed infrastructure improvements currently in place to support them.

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

71(a) New Planning Applications

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

17/00670 - Copythorne Garage, Romsey Road, Copythorne, SO40 2PB

Double garage

It was recognised that the Tree Officers report stated an objection and the following was agreed: -

RESOLVED: Proposed Cllr Herra; Seconded Cllr Goodwin; Unanimous vote in favour of: - Response 2 - We recommend REFUSAL, for the reasons listed below*, but would accept the decision reached by the National Park Authority's Officers under their delegated powers

*Tree Officer's Objections

17/006333 – Copythorne Garage, Romsey Road, Copythorne, SO40 2PB

8 bay garage block (Demolition of 2no existing garages)

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

Response 3 - We recommend PERMISSION

17/00669 - Kennington, Kennington Lane, Cadnam, SO40 2ND

Outline application for 1No. replacement dwelling; carport; demolition of existing bungalow (All matters reserved for later approval)

Cllr Goodwin observed this was for outline permission only.

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

Response 3 - We recommend PERMISSION

17/00620 – The Jays, Winsor Road, Winsor, SO40 2HE

Two storey extension; single storey extension; solar panels; render; cladding; replacement outbuilding; creation of new access

Council heard representation from the applicant, explaining there was a query with the NPA Planners over the calculated size of the percentage increase and that the neighbours had been approached and were supportive.

Cllr Goodwin explained that Council regularly heard the same problems re the percentage calculations made by NPA Planning Officers and Applicants and or Agents. Stating that Cllrs were neither qualified to make planning decisions nor to act as arbitrators between the applicants and the planning authority and stated was up to the applicant's agent to sit down and address with NPA Planning. Other Cllrs were in agreement.

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

Response 5 - We are happy to accept the decision reached by the National Park Authority's Officers under their delegated powers.

Recommend discussions between Applicants Agent's and Planning Officers to resolve % increase differences

17/00596 - Grid Ref: SU2998615678, Land at Newbridge, Cadnam, SO40 2NW

Replacement stable block

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

Response 3 – We recommend permission

The Clerk advised that re the next two applications for Lawful Development Certificates, the Planning Officer was specifically interested if Cllrs had direct knowledge of the premises to either query or support the claim being made of its use.

17/00687 – Barn at the Walled Garden, Bartley Lodge, Lyndhurst Road, Cadnam, SO40 2NR

Application for a Certificate of Lawful Development for Existing use of building as ancillary accommodation to main dwelling

The Cllrs had no further information to add

17/00680 – Annexe at the Walled Garden, Bartley Lodge, Lyndhurst Road, Cadnam, SO40 2NR

Application for a Certificate of Lawful Development for Existing use of annexe as a single dwelling house

The Cllrs had no further information to add

17/00675 – Knightswood, Winsor Lane, WINSOR, SO40 2HG

Single storey rear extensions; roof alterations to facilitate additional first floor accommodation; relocation of barn and polytunnel

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

We recommend REFUSAL, for the reasons listed below.

*Is contrary to Planning Policy

17/00713 – Barnescroft, Winsor Lane, Winsor, SO40 2HG

Application for Certificate of Lawful Development for a proposed single storey rear extension
For Information Only – No response required.

17/00710 – The Beeches, Romsey Road, Ower, ROMSEY, SO51 6AF

Continued mixed use of land and siting of timber clad mobile home for use as day-room in conjunction with care and adult support use.

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

Response 3 - We recommend PERMISSION

Tree Work Applications

CONS/17/0708 The Dog House, Pound Lane, Copythorne SO40 2PD -

Prune 1 x Oak tree - To maintain the safety of highway and building

RESOLVED: Unanimous vote in favour of – Leave decision to Tree Officer

CONS/17/0731 - Tarquinian, Barrow Hill Road, Copythorne, SO40 2PH

Fell 1 x Oak tree

RESOLVED: Unanimous vote in favour of – Leave decision to Tree Officer

CONS/17/0506 - The Oak, Chinham Road, Bartley, SO40 2LF

Fell 1 x Pin Oak tree Fell 1 x Apple tree

RESOLVED: Unanimous vote in favour of – Leave decision to Tree Officer

72. 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

73. 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 agreed, with a minor amendment.

Cllr Goodwin asked if his (prior) Chairman's allowance payment to Stanley's Own Scout Group as agreed had been paid and was advised had been added to the September payment schedule.

Cllr Moriarty enquired as to the outcome of the collated Council response to the HCC Balancing the Budget return as he had not received the copy posted by the Clerk. The Clerk advised would ensure a second copy was sent to both Cllr Moriarty and Lady Kara Hawks.

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

The circulated a monthly payment schedule, which included records of August direct debits and bank reconciliation documents for July and August had been circulated to Cllrs prior to the meeting, were agreed. The Cheques and schedule were signed by Cllrs Reilly and Herra. The Clerk gave the meeting an update on the progress of the transfer of banking provider to Lloyds Bank from the Co-operative Bank, which had to be actioned manually as the Co-operative Bank had refused to action the "switch" request from Lloyds bank. The Clerk also advised that an amount of £297.00 had been received from Lloyds Bank as payment of compensation and expenses incurred due to mishandling of opening the new accounts. The Clerk also advised that the Parish Hall final phone and broadband accounts had been cleared, the direct debit for the previous Clerk's phone and broadband had been transferred to the Lloyds current account as had the NFDC payment instructions. However, HCC had ignored the payment instructions provided and paid the Lengthsman funding for period April 17 to March 18 into the Co-operative account. This meant there was a final balance of £4,577.98 to transfer to the Lloyds current account prior to closing the Co-operative account. The letter to the Co-operative bank requesting the transfer and close of the account was signed by the Chair and Cllr Goodwin.

The Clerk also advised that a total of £4,802.46, had been received into the Copythorne bank accounts (Lloyds and Co-op) during July / August and that the second precept payment (£8,530.00) was due the end of September.

Documents appended to these Minutes – Appendix II.

75. Agenda Item 9 – To Receive Update on External Audit Return

The Clerk took Council through the background to the already circulated information. Advising that she had been contacted by the External Auditors, BDO, advising of their intention to "qualify" Copythorne PC for the period 1st April 2016 – 31st March 2017 due to the following: -

Risk Assessment - not minuted

The smaller authority has not minuted its review of effectiveness of internal control including its risk assessment during the year. This is a breach of regulation 4 of the Accounts and Audit Regulations 2015 which requires smaller authorities to review the effectiveness of internal control which includes arrangements for the management of risk.

The internal auditor has made a number of serious recommendations, which indicate a number of breaches of proper practices and regulations.

The smaller authority is exposed to the risks associated with these weaknesses. If the smaller authority addresses all the issues raised by the internal auditor the smaller authority

should improve internal controls which will help to prevent and detect error and fraud and assist the smaller authority to operate in an effective and efficient manner.

The Clerk reported that due to the necessity of an immediate reply, she and the Internal Auditor had responded to BDO, identifying the problems experienced by the Parish Council during the audit period and pointing out that the Council had recognised and taken steps to correct this at the meeting on the 28th March 2017, which was within the audit period. In addition, due to a comprehensive Internal Audit, an action plan had been produced to address non-compliance and many of the items identified had already been addressed. After advising the Chair of the situation, the Clerk had consequently contacted BDO at his request, to check the response had been received and to clarify the qualification status and how it would affect Copythorne PC going forward and been advised as follows: -

Response – The response made by the Clerk and Internal Auditor goes forward for review by the senior Audit Team after which they will make a formal reply.

Definition of the term “Qualification”.

1. **A qualification is not a Failure of the Audit.** It is designed to highlight issues that have to be addressed by the Council prior to the next Audit. When the Clerk explained to the External Audit representative spoken to that the Council had recognised there were issues and appointed a new Internal Auditor on the 28th March 2017, (within the audit period of 1st April 2016 – 31st March 2017), but that timing meant that the Council were unable to correct by the 31st March, the BDO representative confirmed that Copythorne were in a similar position to many other Councils, and that whilst the Auditors had to work within the dates set, the fact that we had already corrected most of the issues was a positive.
2. This will not affect Copythorne’s “opting out” of External Audit as is **not a fail**.
3. The Council would be unable to apply for Quality Council Status until a clear audit had been achieved.

The Clerk concluded by advising Cllrs It was important to understand that Copythorne PC had not failed their External Audit. The recognition of concerns with Council Procedures and appointing of a new Internal Auditor to identify and address these before the Audit Year end date of 31st March 2017 counts as a positive and that and the provision of the comprehensive action plan provided with the Audit return, had certainly saved Copythorne PC from receiving a fail. The facts were that Copythorne could not have addressed the issues in the time frame available. Similarly, although the previous Clerk, Mrs Weston, had started to suspect there were more serious issues by February, she too would have been hard pressed to correct things in time.

Resolved Cllr Herra proposed (seconded Cllr Coombs), a vote of thanks to the Clerk for all her hard work on the audit and getting Copythorne PC back to full compliance. *Unanimously Agreed*

76. Agenda Item 10 – To Consider Payment of Allowances to Councillors.

Documents issued by the NFDC Democratic Services Manager had been circulated to Cllrs prior to the meeting.

The Clerk explained that this was on a four-year review cycle and quite costly as not only did it involve payment of the expenses, but also the costs of the Review Board.

Cllr Goodwin queried if refusal affected the payment of the Chair's Allowance, the Clerk advised Council this was a separate agreement and would continue. It was unanimously agreed to decline the offer.

Action Clerk

77. Agenda Item 11 – To Review continuation of Affordable Housing Working Party

Cllr Herra advised that following the incorporation of Affordable Housing in the Copythorne area in to the NFNPA Local Plan, the AHWP had reached the end of its natural working life as the decisions would now be taken by the NPA.

Resolved Proposed Cllr Herra; seconded Cllr Goodwin, the AHWP be dissolved.
Unanimously agreed.

78. Agenda Item 12 – To Receive Public Footpath Inspections and Agree HCC Cutting Schedule

The inspection reports and a summary of principle findings had been circulated prior to the meeting.

The Clerk thanked Cllr Goodwin for all his hard work producing the maps and schedule and all the Cllrs for carrying out the inspections and providing such comprehensive reports.

Advising all footpaths had now been completed, with the exception of 4,5 and 6 which due to a misunderstanding had not yet been inspected, the Clerk observed that the principle concern was lack of/damaged Public Footpath signage, followed by access and cutting. It was also observed that Cllr Moriarty had reported significant problems with Japanese knotweed and Himilayan balsam on footpath 9.

It was agreed that the cutting schedule decisions be deferred to the October meeting, when all footpaths had been inspected, Cllr Coombs having volunteered to inspect footpaths 4,5 and 6.

Cllr Moriarty would seek advice concerning the invasive species problem with the NPA Non-Native Plants Officer.

More detailed information concerning the Footpath signs and access problems would be collected and a summary report issued to the HCC Countryside Team.

An attending member of the public asked the Chair if he could raise some items with the Council, apologising for not raising under agenda item 3.

The member of the public advised of overgrown hedges blocking the pavement, forcing pedestrians to walk in the road, from Rockram Close round the corner onto Southampton Road. Cllr Goodwin offered to produce a map to the Clerk to attach to a report to HCC Highways.

The member of the public also asked what was being done to stop Cadnam Garage damaging the verge by the garden centre by their practice of parking cars on it.

Dist.Cllr Andrews advised that following complaints at a previous meeting, she had followed this up with the Parking Department at the NFDC. The advice given had been that providing

the cars were appropriately taxed (Police matter), nothing could be done as there was no actual parking infringement. In addition, action was being taken for other infringements against the garage by HCC Highways. Cllr Andrews suggested Cllr Tipp take over the problem as within his ward.

It was suggested that bollards could be placed to block vehicular access onto the verge.

79. Agenda Item 13 – To Review and Agree Purchase of Lockable 3 Drawer Filing Cabinet

The Clerk advised that the office filing currently comprises a metal 4 drawer cabinet without a key. This cabinet has suffered from being moved around, the drawers don't slide properly and are not able to carry reasonable weight. The cabinet size is too large for current filing use and too small for current/archive filing. The height also means wasting space.

Have investigated cabinets and would like to recommend Bisley 3 drawer cabinet with 35kg capacity per drawer for active use, utilising old cabinet for archive data.

Prices obtained as follows: -

Office Furniture online - £151.20 inc VAT

Amazon - £ 134 inc VAT

Online Reality - £ 122.94 inc VAT

Bisley Direct – website currently down, when checked previously, was a similar price to Online Reality.

Resolved It was proposed Cllr Goodwin, seconded Cllr Herra that the Clerk be given a budget of up to £150.00 (inc VAT) to purchase a new cabinet.

80. Agenda Item 14 – To Review Proposed Meeting Protocol Document

The proposed document designed to advise members of the public of Council meeting procedure and also Planning Responses had been circulated to Cllrs prior to the meeting.

Resolved proposed by Cllr Goodwin; seconded Cllr Lucas that the document be introduced at the October meeting.

81. Agenda Item 15 – To Correspondence and Clerk's Report

82. Agenda Item 18 - Correspondence and Clerk's Report

The Clerk advised the following: -

Correspondence

1. August Beat Report received and attached.
2. Contact received from Paul Simmonds, Project Co-ordinator, Age Concern Hampshire, requesting assistance with advertising the Village Agent initiative. Information and newsletter attached. Cllrs observed that Copythorne was currently only covered by one Agent where there had been two. It was agreed that the Clerk respond to Mr Simmonds with "Stanley's Own" contact details, suggesting an article via the magazine. With perhaps a mention in the October article produced for the Parish Council.

3. As advised in the Cllrs Bulletin, the next NE Quadrant meeting is 4 October 2017, items for the agenda and attendees are required by 14 September please. [Cllrs Goodwin and Moriarty to attend if able to.](#)

Clerks Report

1. Just a reminder that British Gas will be starting major works the length of Shepherds Road Bartley between its junction with Bourne Road and its junction with Chinham Road. With effect from Monday 18th September. Full details have been posted on the website.
2. Information received via HALC regarding a consultation from the Department of Digital, Culture, Media and Sport seeking views on the specification for a new broadband Universal Service Obligation (attached). If the Council wishes to submit a response to the Consultation, comments need to be emailed to by 5.00pm, Monday 2nd October 2017.
3. Information on the HCC/NFDC Traffic Management Programme Scheme Guidelines / Application Form attached. The Clerk would like to suggest the extension of double yellow lines on Winsor Rd. from junction with Southampton Rd, is put forward. [Cllrs agreed this was a sensible approach and suggested also submitting the idea of bollards blocking vehicular access to the damaged verge by the garden centre. Cllr Goodwin / Lucas to provide maps detailing requirements to the Clerk for submission by the 15th September.](#)
4. Briefing note regarding the recent Supreme Court ruling on Tribunal fee changes received from HALC.
5. Southern Evening Echo article regarding Devolution discussions taking place between the NFDC and Christchurch Borough Council, as reported by Cllr Puttock at the July meeting received from NFALC (attached).
6. Minutes of the NFALC AGM held on 20th July 2017 have been received. The current Copythorne representatives are the Chair and the Clerk, whereas most Parish Councils are usually represented by two Cllrs, one being the Chair. Due to the limited number of hours worked by the Clerk, it may be more appropriate for a second Cllr to attend. The next meeting is Thursday 19 October 2017 at 7.00 pm in the Council Chamber, Appletree Court, Lyndhurst SO43 7PA. *AGM minutes available on request from the Clerk.*
7. Report on Hampshire's 2017/18 Precept, received from HALC. (attached)
8. Request for grant funding received from New Forest Disability. With agreement of Cllrs, Clerk will respond to advise that our grants budget has been allocated for the year. – [It was observed that the Council do not award grants outside of the Copythorne Civil Parish area. Agreed Clerk to respond.](#)
9. The Office will be closed from 18th to 22nd September. During this period any urgent items should be reported to the Chairman on 07889 842981.

83. Agenda Item 16 – Chairman’s Report

The Chair reported that as the newsletters were not being picked up at the Mace Store he had started delivering those previously left there to the private houses on the outskirts of the parish in an endeavour to promote the Parish Council activities. The Chair advised he was leaving more copies of the newsletter at Bartley Post Office, as the owners were extremely helpful in promoting it and that all those left at the BP garage were also taken up.

The Chair also advised that he, Cllr Lucas and the Clerk were meeting with PCSO Williams on 5th October at 7.00pm in the Parish Hall committee room to discuss the resurrection of Community Speedwatch in Copythorne and extended an invitation to Cllrs to attend if wished. The Chair also advised that the Clerk’s six-month probationary period expired at the end of September and asked if the recruitment panel could convene to conduct the six-month review. Cllr Goodwin suggested this should be conducted between the Chair and the Clerk, and it was agreed that the review be conducted between the Chair, the Clerk and one other member, being Cllr Lucas, 30 minutes prior to the start of the October 10th meeting.

84. Agenda Item 20 – Councillors Reports

Cllr Moriarty advised that the New Forest Consultative Panel had met and he had circulated information from it to Cllrs before the meeting.

Cllr Moriarty also advised that the final draft of the National Coastal Footpath was to be published in October, with the consultation period ending in May 2018. (The New Forest area covered being the coastal path from Calshot to Highcliffe). And finally, that the NFNPA Recreation Management Strategy was under review, consultation due to be held in 2018.

Cllr Lady Kara Hawks asked for advice on dealing with hornets and was advised to contact the NFDC Pest Control Officers.

Cllr Goodwin reported he had been on the trail of the missing litter bin at the junction Pound Lane/ Winsor Road. After several abortive attempts to contact the Head of NFDC Streetscene, Cllr Goodwin decided to try the NFDC Chief Executive instead. Cllr Goodwin was then contacted by the Senior Streetscene Supervisor who advised the bin had been removed as was damaged and not replaced as was deemed to have insufficient use. Due to staffing changes the pole was not removed. However, NFDC Officers were now keen to meet with CPC representatives to discuss the general provision of waste bins in the Parish. Summary and contact details passed to the Clerk by Cllr Goodwin for information.

Cllr Herra suggested the Council Officers be invited to attend a Parish Council meeting to discuss their concerns.

Cllr Goodwin also advised that he would be contacting NFDC IT with regards to training on the GIS Mapping system for himself and the Clerk, were other Cllrs interested in attending.

Cllr Coombs asked to be included in the training.

Cllr Coombs asked if it was known whether the S.I.D. on Southampton Road had been reset to the 30 MPH limit. Clerk to contact NFDC Transport Dept to enquire.

Cllr Lucas asked for items for the newsletter.

85 – Agenda Item 21 - Agenda Items for the Next Meeting

Footpath Inspection Review / Agree Cutting Schedule

Parish Hall Broadband Charges

Lengthsman work

Risk Assessment Report

Adopted Telephone Box Use

86. Agenda Item 19 – To Confirm the date of the next meeting – 10th October 2017 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 8.55 pm

Chairman _____

Date _____