

## **MINUTES OF A MEETING OF COPYTHORNE PARISH COUNCIL HELD AT 7.00 PM ON TUESDAY 25 APRIL 2017 AT COPYTHORNE PARISH HALL (REAR EXTENSION)**

**Present:** Councillor Joe Reilly (Chairman), Councillor Simon Lucas (Vice Chairman), Councillors Lady Kara Hawks; Sarah Coombs; John Goodwin; Steve Herra and Mike Moriarty.  
**Also in Attendance:** District Councillors Diane Andrews and Derek Tipp; 3 members of the public.

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

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

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

### **490. Agenda Item 2 – Declarations of Interest**

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. There were no declarations of interest in Agenda items.

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

It was established that two members of the public attending, wished to make a representation re Planning Application 17/00288 and the third was a representative of the “Friends of Copythorne Playground” group attending to answer any questions as a result of the report circulated earlier.

### **492. Agenda Item 4 – County and District Councillor Reports**

District Cllr Andrews reported that she had been investigating the how best to use the £m1 Community Housing Fund allocated to the NFDC by Central Government. Advising that the purpose of the funding was to facilitate housing and not build it, Cllr Andrews observed that the idea was that this would assist with locally led initiatives in the first year of running.

Cllr Andrews then reminded the meeting of the County Council Elections to be held on the 4<sup>th</sup> May and encouraged all attendees to “get out and Vote!” Cllr Andrews also remarked on the poor and damaging parking on both sides of Southampton Road by Cadnam Garage. The Clerk advised that the problems with the Garage were being dealt with by Hampshire CC Highways, but that attempts to manage the problem in the lay-by and on the grass verges which were caused by another business operating in Barny House Lane were not doing so well. The Police had visited and dealt with vehicle licensing violations, but were unable to do anything re the parking as this was dealt with by the District Authority, the previous Clerk had reported the problem to the NFDC Parking Office but no response had been received to this or a similar report made re the area of Copythorne School. Cllr Andrews offered to take this up with the appropriate Department.

Finally, Cllr Andrews advised that despite an initially negative reaction from NFDC Streetscene re the provision of a dual purpose waste bin for outside the Parish Hall, she was confident of a successful outcome in the near future.

Cllr Tipp endorsed Cllr Andrews’ observations re the Community Housing Fund and also encouraged voting at the elections, reminding the meeting that the Copythorne Civil Parish would be covered by one County Cllr instead of two, post the election.

Cllr Moriarty queried the charging of a fee for disposing of household waste at recycling centres – Cllr Goodwin advised this was only for rubble, plasterboard and similar.

Cllr Goodwin asked if moving the Parish Council Meetings to the second Tuesday of the month would cause an attendance problem to the District Cllrs? Both advised no.

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

7(a) New Planning Applications

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

Planning application No 17/00249 – The Jays, Winsor Road, Winsor, SO40 2HE

First floor extension; solar panels; replacement rear conservatory; cladding; replacement outbuilding

**RESOLVED:** Proposed Cllr Goodwin; Seconded Cllr Coombs; Unanimous vote in favour of: -  
Response 3 – We recommend PERMISSION.

Planning application No 17/ 00288 – Amberley, Romsey Road, Cadnam, SO40 2NN

Two Storey Side Extension.

The meeting heard representation from the applicant's agent, re an information statement submitted by himself disputing the Planning Officer's Parish Briefing Document and requesting Council's support with this.

Cllr Goodwin observed the dispute was the measurements taken and the percentage increase in the floor space, Cllrs Lucas and Moriarty advised that the Council could not approve due to the Planning Officer's concerns and recommended that the applicant/agent seek a meeting with the Officer.

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

The Council members felt they were unable to make a recommendation due to the differing information provided on the Applicant's Agent's Statement versus that on the Officer's Parish Briefing Document.

The Council suggested that the Applicant/Agent seek a meeting with the Planning Officer to resolve the issue.

Planning application No 17/00281 - Land at Romsey Road, Cadnam.

Application for a Certificate of Lawful Development for continued use of land for auctions (market) in excess of 14 days per calendar year.

**RESOLVED:** Proposed Cllr Goodwin; Seconded Cllr Herra; Unanimous vote, in favour of: -  
As this is for a LCDE, the Council are not usually required to make a recommendation, so the Parish Council stand by previous comments made, whilst acknowledging some boot sales have taken place.

Tree Work Applications

None

**494. Agenda Item 6 – Planning; Enforcement and Tree Work Decisions and Updates**

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

**Appendix 1**

**495. 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 one amendment to item 482, the vote on the success of the trial period of one meeting per month. The vote on the permanent move to one meeting per month was amended to a 6 vs 1 majority in favour.

**RESOLVED:**

Cllrs Andrews and Tipp gave their apologies and left the meeting.

**496. Agenda Item 8 – To Receive and Agree Monthly Payment Schedule and Monitoring Report**

The Chair queried the increased cost of the HALC/ NALC fees and levy, the Clerk to investigate and report back to Council.

**Action Parish Clerk**

The Clerk advised that the grant from Cllr Puttock had been received and that the cheque for £1,150.00 made out to friends of Copythorne Playground, covered the grant allocation received from all three District Cllrs.

Financial Summary as follows: -

COPYTHORNE PARISH COUNCIL

25 April 2017

FINANCE MATTERS

**Cheques requiring endorsement**

<i>Cheque no</i>	Net	VAT	Total
*501091			
Friends Copythorne Playground (DCllr Grant)	1150.00	0.00	1150.00

**Income received since last meeting to current account**

Precept	8530.00	0.00	8530.00
DCllr Puttock - Grant	400.00	0.00	400.00

<b>Total</b>	<b>8930.00</b>	<b>0.00</b>	<b>8930.00</b>
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**Income received since last meeting to deposit account**

Details	0.00	0.00	0.00
None			

<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**New payments by cheque**

<i>Cheque no</i>				Cheque signatory initials
501085	HMRC	373.78	0.00	373.78
	<i>Mrs Weston Tax</i>			
501086	Copythorne Parish Hall	48.00	0.00	48.00

	<i>Hall Hire April - June 2017</i>			
501087	TLC Online	248.00	3.18	251.18
	Website Revamp/ Hosting Fees			
501088	HALC	829.00	45.00	874.00
	<i>Training/Affil Fees 17-18/HR</i>			
501089	NFDC	100.00	45.00	145.00
	<i>GIS Partnership 17/18</i>			
501090	Clerk's Salary & Expenses	676.14	3.33	679.47
	<i>Apr-17</i>			
*501091	Friends of Copythorne Playground	1150.00	0.00	1150.00
	<i>DCllr Andrews/Tipp/Puttock Grants</i>			

<b>Total Cheque payments</b>		<b>3424.92</b>	<b>96.51</b>	<b>3521.43</b>
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**New payments by direct debit**

01/03/2017	BT Business	29.64	0.00	29.64
	<i>Previous Clerk M.Mortimer</i>			
15/03/2017	BT Business	30.60	6.12	36.72
	<i>(023 8081 1573 Woodlands)</i>			
29/03/2017	BT Business	85.32	0.00	85.32
	<i>(Parish Hall Phone)</i>			
15/04/2017	BT Business	30.98	6.20	37.18
	<i>(023 8081 1573 Woodlands)</i>			

<b>Total payments by Direct Debit</b>		<b>176.54</b>	<b>12.32</b>	<b>188.86</b>
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*Mar - Apr 2017*

**Financial Summary at date of meeting**

		<i>Current A/c</i>	<i>Deposit A/c</i>	
Bank				
A/C	<b>Opening Balance</b>	<b>3750.61</b>	<b>19622.93</b>	<i>28th Feb 2017</i>
	A/C Transfer	2000.00	-2000.00	
less	Cleared Cheques	4281.82		
less	Direct Debits	188.86		
plus	New income	8930.00	0.00	
	<b>Sub-total</b>		<b>10209.93</b>	<b>17622.93</b>
less	Uncleared cheques	55.10	0.00	
	<b>Sub-total</b>		<b>10154.83</b>	<b>17622.93</b>
less	New payments by cheque	3521.43	0.00	
	<b>Closing Balance</b>	<b>6633.40</b>		<b>17622.93</b>

Transfer(s):		
Now*	0.00	0.00
In 14 days*	<u>0.00</u>	<u>0.00</u>

Balances at date of meeting	<b>6633.40</b>	<b>17622.93</b>	<i>25th April 2017</i>
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\*from 14-day Account to Current Account

*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_

*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_

The Clerk then gave Council a brief report on the Financial Risk Assessment Template circulated prior to the meeting. Advising this was an important measure of identified risks by the Internal Auditor, the Clerk requested Council's agreement to add this to the Internal Auditor's brief at the additional cost of £60.

**497. Agenda Item 9 – To Receive Grant Application from Stanley's Own (2<sup>nd</sup> New Forest North) Scout Group**

Cllr Goodwin gave a short presentation on the application which he had assisted Brian Gradidge, Scout HQ Manager in preparing. The application was for £200 to purchase 10 bollard posts to prevent parking on the grass areas in front of the War Memorial, St Mary's Church and the Scout HQ. Installation costs to be covered by the applicants.

**Resolved:** Proposed Cllr Herra; Seconded Cllr Lucas; Unanimous vote in favour of: - Grant Application of £200 agreed.

It was also agreed that the cheque be signed at the meeting and value be added to the payment schedule. This was done with the payment endorsed by the Chair and Cllr Herra.

**498. Agenda Item 10 – To Review Use and Maintenance of Adopted Red Telephone Boxes.**

It was observed that the area around the box in Round Lane had been cut back and that the box itself looked well maintained whilst the one in Newbridge Road had a broken window.

Cllr Goodwin suggested that the Council should use the display panel in the boxes to advise that they were maintained by the Parish Council, put in the Cllr Contact detail list and perhaps the newsletter.

Cllr Lucas suggested that they could be used as information sources and Cllr Herra observed the box adopted by the History Society was a good example of use. It was also suggested that the Council review uses of adopted boxes in other Parishes for ideas.

It was also agreed that an Adopted Telephone Box Representative be appointed at the Annual Meeting in May.

In answer to a query regarding the status of the box in New Inn Road, the Clerk advised that this was to remain as the Public phone box for the area.

**RESOLVED:**

**499. Agenda Item 11 – To Agree Schedule for Monitoring Footpaths in the Parish.**

Cllr Goodwin advised that he had more comprehensive maps which he had shared with Cllr Coombs. It was agreed that Cllrs Goodwin and Coombs would supply the maps and that the footpaths be assessed during August with the schedule being completed by the September meeting.

**500. Agenda Item 12 – To Agree Proposed Parish Council Meeting Dates for 2017**

Cllr Herra put forward a proposal to move the Parish Council Meeting to the second Tuesday in the month. As outlined in a proposal document circulated to all Cllrs prior to the meeting, Cllr Herra explained the principle reason was to allow for the articles prepared for the Stanley's Own Magazine and newsletters to be circulated to and agreed by all Council Members prior to publication, the current publication deadlines being too tight to the meeting to allow this.

The District Cllrs having already agreed to the move in principle, it was agreed that the County Cllr (post election) and the Parish Hall secretary be consulted re feasibility. By the Clerk and Chair respectively.

**Action Parish Clerk / Chairman**

**RESOLVED:** Proposed Cllr Herra; seconded Cllr Coombs; Vote unanimous in favour of:- Subject to agreement of consultees; that Parish Council meet on the second Tuesday of the month with effect from the August meeting.

Cllr Lucas requested items for the newsletter from the Cllrs.

**501. Agenda Item 13 – To Receive Update from Media Group Regarding New Website**

Cllr Lucas ran through the previously circulated report from the meeting of the Media Group & Clerk on the 20<sup>th</sup> April. Identifying the principle areas of concern and possible solutions, he asked for Council's approval of the recommendations put forward.

Cllr Goodwin raised a number of issues concerning the report and present site and proposed that the new site developed by the current providers be made live. As there were no seconders to the proposal, this was not voted on.

After some debate, Cllr Lucas requested feedback from all Cllrs with reference to the new site, a link having been circulated previously.

**502. Agenda Item 14 – To Receive report from Clerk Regarding Alternative Banking Provision.**

The Clerk advised Council that having sought advice from both the Internal Auditor and fellow Parish Clerks, the two options recommended were Unity Trust and Lloyds. Although specifically designed as a banking provider for Parish/Town Councils, the disadvantage of

Unity Trust was that it was online with no High Street outlets. As accessibility was one of the principle reasons for changing provider it was agreed that Lloyds Bank was the better option.

**RESOLVED:** Proposed Cllr Coombs; seconded Cllr Goodwin; Vote unanimous in favour of:- Transfer Parish Council Banking to Lloyds Bank as soon as possible. **Action Parish Clerk**

### **503. Agenda Item 15 – Correspondence and Clerk’s Report**

The Clerk advised the following: -

#### **Correspondence**

1. Invitation received from Stanley’s Own Scout Group to attend a presentation on Saturday 20<sup>th</sup> May (10.45) re proposals to improve the facilities at the Scout Group Buildings.
2. Correspondence received regarding continued parking problems in Southampton Road, (Opposite the garage.), Chair has offered to meet with the resident and advise actions to date.

#### **Clerks Report**

1. Following the concerns raised by a member of the public, re lack of response from HCC Highways re Cadnam Garage, Southampton Road Cadnam, the Clerk has been in contact with Jonathan Bambridge the local highways engineer. The matter is in hand, they are having to follow a precise procedure due to potential legal action. The member of the public has been brought up to date re the situation.
2. Poor and inconsiderate parking during school run times. Following the complaints made at the last meeting, the Clerk has made a full report via email to the NFDC Parking Office, with a copy to both Cllr Heron and PCSO Williams.
3. Notification received from NFDC re temporary closure of various roads, Copythorne dates: Saturday 10<sup>th</sup> & Sunday 11<sup>th</sup> June 2017, associated with the Carnival etc.
4. Request from HCC Community Transport Team re Council Transport Representative to attend Passenger Transport Forums, Put forward to Annual Meeting? – *Cllr Moriarty current representative.*
5. Beat Report from PCSO 14495 Richard Williams for March 2017 received, circulated and placed on website.
6. Notification of temporary closure of various roads, for Copythorne Fun Run, Wednesday 14<sup>th</sup> June 19.30 – 20.30
7. Temporary Events Notice received Copythorne Parish Hall 12<sup>th</sup> / 13<sup>th</sup> May – Performance of play; sale of alcohol & regulated entertainment.

8. Notification received from Came & Company of renewal insurance premium - £368.40 inc insurance tax due on 8<sup>th</sup> June 2017. Council in a long term agreement, which expires on 8<sup>th</sup> June 2018

**504. Agenda Item 16 – Chairman’s Report**

The Chair presented the cheque for the District Cllrs Grant Allocations to the representative of the “Friends of Copythorne Playground” group and invited him to give an update report to the Cllrs.

Thanking the Council for the cheque, the representative advised that a local “Mum” had raised £1,200 running in the London Marathon, that there was currently £15,687 in the bank with a further £4,000 pledged so this added up to approximately £k20 so far.

It was agreed that this should be included in the newsletter and website, especially the achievement in the marathon.

Cllr Lady Kara Hawks advised that the Copythorne Community Group had also raised funds for the playground and that she would remind the treasurer to pass the money on.

The representative thanked the Copythorne Community Group via Cllr Lady Kara Hawks and then advised that the group would like to apply for “Landfill Funding”, but needed information re the lease on the land. He was advised that he would have to approach the Parish Hall Committee as would be on the deeds of the hall.

The Chair then advised he had attended the Scouts St Georges Day Parade and the very sad but well attended occasion of Sally Arnold’s funeral.

**505. Agenda Item 17 – Councillors Reports**

Cllr Moriarty advised of the increase in fly tipping – Clerk advised that instances should be reported direct to the NFDC via their Customer Services department.

Cllr Coombs requested that the NFDC Customer Services contact number be circulated to all Cllrs so they would be able to pass on the number

Cllr Goodwin advised the Parish Hall Defibrillator was now installed, working and registered.

**506 – Agenda Item 18 - Agenda Items for the Next Meeting**

Clerk advised that as the Annual (First) Meeting of the new council year, the key items would be all be Council Governance and Compliance.

**507. Agenda Item 19 – To Confirm the date of the next meeting – 23<sup>rd</sup> May 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 9.40 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX A

### **COPYTHORNE PARISH COUNCIL PARISH COUNCIL MEETING – TUESDAY 25 APRIL 2017 ITEM 6 – PLANNING UPDATE**

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#### **Planning Decision Notifications**

The following planning decision notifications have been received:

Ref No	<b>17/00080</b>
Address	Bronzewood, Shepherds Road, Bartley
Application for	Removal of existing external chimney; new chimney; replacement garage with decking
Decision	<b>Grant Subject to Conditions</b>
Parish Council's recommendation	3. PERMISSION

Ref No	<b>17/00079</b>
Address	Sarum House, Southampton Road, Cadnam
Application for	Conservatory
Decision	<b>Refuse</b>
Parish Council's recommendation	4 REFUSAL, Is not in keeping with Conservation Area Status

Ref No	<b>17/00116</b>
Address	Foxwood Cottage, Newbridge Road, Cadnam
Application for	Outbuilding; removal of 2No. outbuildings
Decision	<b>Grant Subject to Conditions</b>
Parish Council's recommendation	3. PERMISSION

Ref No	<b>17/00198</b>
Address	Swiss Wood, Winsor Road, Winsor
Application for	Application for a Certificate of Lawful Development for proposed single storey rear extension
Decision	<b>Permitted Development</b>
Parish Council's recommendation	

Ref No	<b>17/00066</b>
Address	12 Romsey Road, Ower, SO51 6AE
Application for	Retention of outbuilding
Decision	<b>Grant Subject to Conditions</b>
Parish Council's recommendation	3 - We recommend PERMISSION

Ref No	<b>17/00132</b>
Address	Sandys, Pollards Moor Road, Copythorne, SO40 2NZ
Application for	Detached garage
Decision	<b>Refuse</b>
Parish Council's recommendation	1. We recommend PERMISSION, for the reasons listed below, but would accept the decision reached by the National Park Authority's Officers under their delegated powers.

### **Tree Preservation Orders**

No new Tree Preservation Orders have been received.

### **Tree Work Decisions**

TPO/17/0180 - Toledo, Winsor Road, Winsor

Prune 1 x Willow tree to achieve a more compact crown and to allow more light into the property

Decision: Grant

### **Planning Appeal Notifications**

No new Planning Appeal notifications have been received since the date of the last meeting.

### **Planning Appeal Decisions**

Bartley Forest Farm, Lyndhurst Road, Cadnam – Appeal Refused

### **New Enforcement Action Notifications**

QU/17/0067 - Field in Cadnam Lane, Cadnam

Unauthorised Change of Use - stationing of caravan

QU/17/0082 - Communications Site, Romsey Road, Copythorne

Development not in accordance with approved plans

Investigation Completed – No Planning Infringement identified.

### **Appeals against Enforcement Action Notifications**

No New Appeals against Enforcement Action Notifications have been received since the date of the last meeting.

### **Minerals and Waste Monitoring Cases**

No New Minerals and Waste Monitoring Case Notifications have been received since the date of the last meeting.

### **Agricultural Occupancy Condition (Monitoring)**

No New Agricultural Occupancy Condition (Monitoring) Notifications have been received since the date of the last meeting.

**Other Planning Matters**  
None