

**MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7.00 PM ON TUESDAY 27 JUNE 2017 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; Ten members of the public.

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

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

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

**26. 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. There were no declarations of interest in Agenda items.

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

Most members of the public stated an interest in agenda item 10 – Affordable Housing Report, with one attending re a planning application.

**28. Agenda Item 5 - County and District Councillor Reports**

No report had been provided by County Cllr Heron.

District Cllr Andrews advised that as well as remaining on planning, she had also joined a Task and Finish group to investigate if funding to the CAB can be put on a more permanent footing rather than annually applying and that also advised CAB were moving towards Skype type interviews with the public. And was also a member of the Task and Finish group which will assess NFDC public conveniences and decide which will need upgrading in the coming year. Cllr Andrews finished her report by advising that recent changes to building regulations will impact on the cost of the Ringwood Recreation Centre refurbishment.

Cllr Tipp reported that County wide investigations to establish pollution levels on roads had identified one in the New Forest area. Cllr Tipp observed that this was not Lyndhurst High Street as monitoring had shown that the measures taken (e.g. traffic light filter) had meant the High Street was now under the designated levels. The road concerned was one entering Southampton, but had not yet managed to establish which one.

Cllr Tipp also advised he had attended the event remembering the late Sally Arnold, which was both moving and well attended.

**29. 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:

17/00379 - The Hoe, Winsor Road, Winsor, SO40 2HJ

Rear porch; demolition of existing conservatory (Application for Listed Building Consent).

After a brief discussion, the following was agreed: -

**RESOLVED:** Proposed Cllr Goodwin; Seconded Cllr Lucas; Unanimous vote in favour of: -  
Response 4 – We recommend Refusal, for the reasons listed below.

- We agree with the Conservation Officer's comments.

17/00449 - The Cottage, Wittensford Lane, Brook, Lyndhurst SO43 7JA

Outbuilding

The applicant gave a short presentation of the history of the application, the SSSI implications and the agreement reached with Natural England resulting in a 50-year warranty. He also advised that there was no proposed change to the access track.

**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 the decision reached by the NPA's Officers under their delegated powers: -

- The Parish Council unanimously agree with the reasons stated by the Planning Officer.

17/00420 - Ivy Cottage, Barrow Hill Road, Copythorne, SO40 2PH

Change of Use to offices (use class B1 (a)).

After a brief discussion where concerns raised included: - Change of use would make it easier to obtain residential use; increase in traffic; impact on neighbours and questioning the necessity of an office the following was agreed: -

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

Response 2. We recommend Refusal, for the reasons listed below, but would accept the decision reached by the NPA's Officers under their delegated powers: -

- We are concerned that the proposal would lead to increased traffic
- Impact neighbours
- Are unsure as to why an office is considered necessary
- Issues raise in near neighbours' comments

17/00448 - Owls Hoot, Newbridge, Cadnam, SO40 2NW

Detached garage with home office over; Demolition of existing garage.

It was noted that comments received from neighbours were all in support of the application.

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

Option 3 – We recommend permission, for the reasons listed below,

- Neighbours comments are all in support of application.

17/00401 - Existing H3G Mast, Between M27 & A31 Romsey Road, Opp Empress of Blandings Car Park, Copythorne, SO40 2PJ

Installation of cabinet; 2.1m high fence; 2 No. new antennas to existing 15m high monopole and ancillary works; removal of 3 No. existing antennas.

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

Option 3 – We recommend permission

17/00476 - Bartley Lodge Hotel, Lyndhurst Road, Cadnam, SO40 2NR

Detached building for B1 office use

Cllrs discussed the application in depth, concerns raised were as follows: - This was to be an onsite office block to house the Corporate HQ for the whole group; parking provision for the number of employees; increased traffic flow onto the corner of a very busy road; lack of public transport for employees; to be sited alongside a listed building on a SSSI.

**RESOLVED:** Proposed Cllr Lucas; Seconded Cllr Coombs; Unanimous vote in favour of: -  
Response 4 – We recommend Refusal, for the reasons listed below.

- We have grave concerns that this will have a negative impact on the Listed Building Site.
- Do not think an appropriate building use within a SSSI area.
- Have reservations on the impact of increased traffic flow on a difficult highway access.

17/00453 - Sarum House, Southampton Road, Cadnam SO40 2NQ

Conservatory

The following observations were made by Cllrs: -

Property in a Conservation Area; was a resubmission of an earlier application, the conservatory location being moved to other side of house; Concerns re it being a UPVC construction and that timber was more in keeping with the Conservation Area status.

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

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

- As the property is in a conservation area, the Parish Council would prefer to see a timber construction as is more in keeping than white UPVC.

Tree Work Applications

None

**30. 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 I**

**31. 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.

**32. Agenda Item 8 – To Agree the Annual External Audit Return**

Copies of the completed external audit documents and background papers had been circulated to all Cllrs prior to the meeting.

**32A. Approval of Annual Governance Statement.**

The Clerk presented Section 1, the Annual Governance Statement 2016/17 to the Cllrs for agreement. It was unanimously agreed and approved by Council and then signed by both the Chair and the Clerk.

### **32B. Approval of Accounting Statements**

The Clerk presented Section 2, the Accounting Statements 2016/17 to the Cllrs for agreement. It was unanimously agreed and approved by Council and signed by both the Chair and the Clerk.

### **33. Agenda Item 9 – To Receive the Internal Audit Report and Financial Risk Assessment**

Copies of the completed internal audit report and financial risk assessment had been circulated to all Cllrs prior to the meeting.

The Clerk advised that the report covered the comprehensive audit of the Council's finances, policies and procedures and the result was an action plan of items of concern arising from this, whilst recognising where measures had already been put in place to address these concerns. The Clerk also advised that this action plan and risk assessment had been provided as part of the external audit to demonstrate corrective action to items that could have potentially raised External Audit questions otherwise.

Cllr Goodwin raised concerns re the Lengthsman Scheme reporting, the Clerk advised she had identified this as a weakness and would be bringing forward proposals for better control and reporting to both Council and the three partner PC's.

### **34. Agenda Item 10 – To Receive the Affordable Housing Report**

Cllr Lucas gave a brief presentation of the report, which had been widely circulated to Cllrs and published on the website.

Cllr Lucas advised that he had followed up on the question of additional funding availability and had established that nothing was on offer for actual building.

That the AHWP had had, thanks to assistance from District Cllr Andrews, had several meetings with the NFNPA Planning Authority, who were now proposing to take over the process.

This would be included in the NFNPA Local Plan Review, which, due to the requirement enforced by Natural England of a 400m "buffer zone" between new housing and the open forest lands, had reopened its consultation process. The enforcement of this buffer zone had also had a marked effect on a reduction of proposed Copythorne sites for development.

Cllr Lucas advised that there would need to be a collective Parish Council response to the plan as well as individual responses.

Cllr Goodwin advised that he had made several comments on the draft report and formally requested that the following comments be minuted: -

Cllr Goodwin's former written comment that as Affordable Housing was not on the published Agenda for the meeting on 25th April 2017, and there was consequently no records of any discussion in the now approved minutes of that meeting, it is clearly inappropriate to mention it in the introduction section of the report.

Cllr Goodwin proposed that the final recommendation made in the report be replaced by the following: -

"The Affordable Housing Working Party (AHWP) is disbanded and all aspects of affordable housing are now dealt with by the full Council."

This proposal was not seconded, so therefore no vote was taken on it.

Cllr Lucas advised that in future all communications would be through the Clerk, however the purpose of retaining the working party was to collect information to bring back to or advise Council as required and would only meet if necessary.

Cllr Lucas also reported that there was to be a NFNPA Consultation meeting held at Copythorne Parish Hall on the 20<sup>th</sup> July, so due to the very constrained timescale with the close

on the 26<sup>th</sup> July, the Parish Council response would have to be agreed at the Council meeting on the 25<sup>th</sup> July and submitted to the NFNPA by the Clerk the following morning.

Cllr Goodwin raised concerns re the “Uncle Tom’s Cabin Site” and was advised that and any other concerns should be brought forward at the next meeting to be included in the Council response.

Finally, Cllr Lucas stated that the whole Affordable Housing process would be in future governed by the NFNPA in their role as the Planning Authority.

Cllr Lucas proposed; seconded by Cllr Coombs, acceptance of the report, in the subsequent vote Cllrs Reilly; Lucas and Coombs voted in favour, with Cllrs Hawks; Goodwin and Moriarty abstaining.

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

A member of the public queried where the Plan documents and Map were available to view, Cllr Lucas advised via the NFNPA website.

A member of the public asked where a site was rejected, how were the owners informed? Cllr Lucas advised was responsibility of the Planning Authority to administer planning applications.

A member of the public asked if the AHWP would be contacting the Landowners to advise the changes? Cllr Lucas replied that the Parish Council had never entered negotiations with Landowners and was not their place to do so. This was up to the NFNPA as Planning Authority.

A member of the public asked if a map demonstrating the 400m zone had been generated. Cllr Goodwin advised was available via the NFNPA Local Plan documents and that the concept had been around for many years.

### **35. Agenda Item 11 – To Agree Donation to Friends of Copythorne Playground**

The Chair advised that this item was to formalise the grant donation of £1,000.00 agreed in Council in 2016, but not minuted, however formally identified within earmarked reserves reported for the financial year 2016/17. This was proposed Cllr Goodwin; seconded Cllr Coombs and unanimously agreed.

Cllr Goodwin asked if this would mark the end of itemised donations from prior years’ budgets. The Clerk advised as Chair, Cllr Reilly had allocated his £375.00 for the year 2016/17 to the Playground, however there remained a prior year’s Chairman’s allowance of £375.00 from the year 2015/16 for Cllr Goodwin to allocate.

Cllr Moriarty queried the £2,000.00 described as “Parish Council Playground Start Up Allocation” itemised in earmarked reserves, Cllr Lucas explained that this was not part of the Playground business plan, but a contingency allocation for the Parish Council to use if necessary. Cllr Goodwin requested a summary of the playground costs, Cllr Lucas advised that the “Friends” were due to give an update to at the next Council meeting, but were well on the way to meeting the target.

### **36. Agenda Item 12 - Finance – To Receive and Agree Monthly Payment Schedule, Bank Reconciliation and 2016/17 Year End Budget Report.**

Monthly payment schedule was agreed with one amendment, Cheques and schedule were signed by Cllrs Reilly and Lady Kara Hawks.

The 2016/17 budget report was also agreed.

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

**37. Agenda Item 13 – To Agree Adoption of 2 X Defibrillators**

Cllr Goodwin advised that the defibrillators were placed at the Parish Hall and the Post Office, both of whom had agreed to cover the electricity costs to the cabinets. Transferring the equipment to the Council's Asset Register would guarantee Insurance cover and maintenance which comprised replacement of the pads should they unfortunately have been used in answer to Cllr Moriarty's query re inspection costs. Cllr Goodwin to provide details of sites, serial numbers and other relevant information to Clerk for addition to asset register.

***Action Cllr Goodwin/Clerk***

**38. Agenda Item 14 – To Review Requirement for an August Meeting**

The Chair advised that as the meeting day was moving to the Second Tuesday in the month, there would be little business to address in the two weeks between the July and August meetings and there would only be a period of six weeks between July and September meetings. The only item likely to be impacted was Planning and an extension could be sought for response to applications received post the July meeting.

**RESOLVED:** Proposed Cllr Lucas; Seconded Cllr Coombs; Unanimous vote in favour of cancelling the August Meeting.

**39. Agenda Item 15 – Review Payroll Provision**

The Clerk advised that concerns re the current payroll arrangements had been raised by the Internal Auditor as HMRC payments and annual HMRC documents had not been correctly raised in the previous tax year. A review with local PC Clerks had raised even more questions, the larger Councils relaying on payroll documents provided from through their accounting packages, the smaller preferring to use external payroll providers. The advice from HALC was also to use external payroll providers. The Clerk had only had time to obtain three verbal quotes from external providers which ranged from £180 to £570 per annum. It was agreed that the Clerk should get more comprehensive quotes in writing to present to Council and Cllrs Coombs and Goodwin offered to request quotes from their Accountants.

***Action Cllrs Coombs/Goodwin/Clerk***

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

The Clerk advised the following: -

**Correspondence**

1. Invitation received to Electric Vehicle Charging Point briefing on Monday 3 July 2017 at Hampshire County Council's office in Winchester. Registration is from 8.30 am with the event starting at 9.00am until 12 noon. Cllr's interested in attending – please advise Clerk.
2. Notification received of UK Cycling Event Saturday 1<sup>st</sup> July. Map suggests impact on Bartley, Cadnam and Newbridge including a "Feed Stop" by the M27 Underpass. The Clerk will arrange for the map and other information to go on the website.
3. Email received from one member of the public expressing interest in the CSW scheme.

4. Invitation received to the NFDC to attend a briefing about the New Forest Green Halo Project. This will be held in the Council Chamber at Appletree Court Lyndhurst on Wednesday 19<sup>th</sup> July, from 5pm to 6:30pm. Cllr's interested in attending – please advise Clerk.

### **Clerks Report**

1. NFNPA NE Quadrant representative elections. Cllrs vote was Richard Taylor (Minstead) First; Michael Thomas (Ashurst & Colbury) Second. Ballot paper posted to HALC 15/6/17
2. Temporary Events Notice received re Paultons Park, Ower, Romsey, SO51 6AL, 28/07/2017 19:00:00 to 28/07/2017 22:00:00. Bar @Private Event - 400 Persons Sale of Alcohol.
3. Information received from NFNPA re “Call for Views” consultation about the management of recreation across the New Forest. Link to news release about this here: [Call for Views News Release](#)
4. The Parish Council's Laser Jet Printer is breaking down. The Clerk is currently unable to print from it, but the photocopy function is still working. To use up the toner cartridges renewed earlier in the month, Cllrs will receive copies in slightly exotic colours, with the black being retained for formal documents only. ***Cllr Lucas offered to investigate a more suitable replacement printer and liaise with the Clerk***
5. Advanced warning received of Temporary Road Closure - Shepherds Road Bartley, from Monday 18<sup>th</sup> September, likely maximum duration of 11 weeks, to carry out gas main replacement works.
6. Emergency Planning Advice information received from NFDC, in light of recent terrorist attacks. Link to Emergency Planning provided, which the Clerk will have made available via the website.
7. Information received from NFNPA regarding Forestry Commission design plan that Forest Enterprise have submitted for consideration under EIA regulations and the Forestry Act. The Forestry Commission is seeking views, information as to how to access the information and how to respond will be circulated to Cllrs and placed on website. Responses requested by July 31<sup>st</sup>, 2017.
8. The Clerk will be attending HALC Transparency Update Training on 19<sup>th</sup> July 2017.

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

The Chair advised that the Parish Council's contract with BT for the Parish Hall Phone and Broadband would be cancelled from 1<sup>st</sup> August 2017 when it would become the Parish Hall Committee's responsibility to provide this to hall hirers.

The Chair also raised his concerns that HCC Highways did not appear to be progressing problems reported in the Parish.

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

Cllr Moriarty advised that he had his wife had represented the Parish Council at the Annual County Service held at Winchester Cathedral on the 18<sup>th</sup> June

Cllr Lady Kara Hawks raised concerns re the impact to local residents caused by the traffic queues for Paultons Park.

Cllr Goodwin reported he and Cllr Moriarty had attended the North-East Quadrant Meeting, details as follows:-

- Gareth Owen of NFNPA gave a presentation of the Historic Routes project  
5 routes proposed based on existing rights of way  
Parish volunteers welcomed to assist research on a Parish by Parish basis
- Paul Walton gave a brief introduction to the “Green Halo” – leaflet available A Full presentation is proposed for 19th July 2017
- Steve Avery , in absence of David Illsley, gave an update of the Local Plan Review - New Housing Site consultation to commence Wednesday 14th June. New Site at Romsey Road, Cadnam, Parish related presentation at Parish Hall.
- Recreational Management Strategy 2010-2030 out for consultation from 19th June 2017

Cllr Goodwin also advised that three Planning Applications he was involved with would be coming before the Council for consideration at the next meeting and that having taken advice from the Clerk, he would be declaring a pecuniary interest in these applications and would remove himself from the Council table to the Public Area when they were discussed and that he would not take part in the subsequent Council decision and vote.

And finally requested that monthly newsletter be distributed to all Cllrs as soon as possible after completion.

#### **43 – Agenda Item 19 - Agenda Items for the Next Meeting**

Update from Friends of Copythorne Playground

Presentation on winter tree operations – National Trust Ranger

Scout Hut Refurbishment Presentation – Group Scout Leader

Parish Council response to NFNPA Local Plan Review

#### **44. Agenda Item 20 – To Confirm the date of the next meeting – 25<sup>th</sup> July 2017 at Copythorne Parish Hall (Rear Extension)**

Confirmed

*Standing Orders were suspended at 9-00pm to enable the meeting to continue.*

In the absence of any other business the Chairman thanked those present for attending and closed the meeting at 9.35 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_