

**MINUTES OF COPYTHORNE PARISH COUNCIL  
(FULL COUNCIL)**

**Held on Tuesday 26<sup>th</sup> April 2016**

**At Copythorne Parish Hall**

**Duration: 7.00 p.m – 9.40 p.m**

<b>PRESENT</b>		
	<b>In the Chair</b>	Councillor John Goodwin
	<b>Parish Councillors</b>	Joe Reilly, Lady Kara Hawks, Simon Lucas, Steve Herra, Mike Moriarty
	<b>County Councillors</b>	None
	<b>District Councillors</b>	Councillors Leslie Puttock and Diane Andrews
	<b>Clerk</b>	Michael Mortimer
<b>IN ATTENDANCE</b>		1 member of the public

Minute Ref	
<b>236.</b>	<b>Item No. 1 - Apologies</b> Parish Councillor Sarah Coombs, County Councillor Keith Mans and District Councillor Derek Tipp.
<b>237.</b>	<b>Item No. 2 - Declarations of interest</b> The Chairman, Councillor John Goodwin reminded Councillors of their responsibility to declare any interest in any matter on the Agenda. None were declared.
<b>238.</b>	<b>Item No. 3 - Public Participation</b> Councillor John Goodwin invited members of the public to ask questions or make statements.  A Cadnam resident advised members that possible unauthorised activities were still taking place on a local site. The Clerk will continue to press the Local Planning Authority to progress further investigations.
<b>239.</b>	<b>Item No.4 - To approve minutes</b> The minutes of the meetings held on 22 <sup>nd</sup> March 2016 were approved. The minutes of 12 <sup>th</sup> April meeting required amendment to add in the matter of Flood Re which Councillor Moriarty had raised.
<b>240.</b>	<b>Item No. 5 - Matters arising</b> The Clerk will continue to liaise with the Copythorne History Society to confirm an informal meeting that has been arranged for Thursday 2 <sup>nd</sup> June 2016.
<b>241.</b>	<b>Item No. 6 - County Council matters</b>

	No County Councillors were in attendance.	
<b>242.</b>	<b>Item No.7 - District Council matters</b>	
	Councillor Leslie Puttock reported on the following:	
	(i)	Difficult period for Local Authorities in the County. New Forest District Council had little if any appetite for devolution, especially a Solent City model.
	Councillor Diane Andrews reported on the following:	
	(ii)	Recent attendance at an EU referendum debate and a recent hospitality task force group, which reiterated the problems that the sector was having in attracting staff.
<b>243.</b>	<b>Item No. 8 - Planning matters</b>	
	<b>(a)</b>	<b>New applications</b>
	Ref No: 16/00236	<b>Little Pundells, Brockishill Road, Bartley SO40 2LN</b> Members had noted the detailing contained in the submitted planning application and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to “recommend permission” (3)
	Ref No: 16/00247	<b>Ingleside, Winsor Lane, Winsor SO40 2HG</b> Members had noted the detailing contained in the submitted planning application and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to “recommend refusal” (4)
	Ref No: 16/00262	<b>Trevone, Southampton Road, Bartley SO40 2NA</b> Members had noted the detailing contained in the submitted planning application and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to “accept the decision that the National Park Authority’s Planning Officer might make under their delegated powers” (5)
	Ref No: 16/10393	<b>McDonalds Restaurant, Romsey Road, Ower SO51 6GF</b> Members had noted the detailing contained in the submitted planning application and the Planning Officer’s preliminary comments. Members resolved to “accept the decision that the New Forest District Council’s Planning Officer might make under their delegated powers”
	Ref No: 16/10394	<b>McDonalds Restaurant, Romsey Road, Ower SO51 6GF</b> Members had noted the detailing contained in the submitted planning application for the illuminated signage and the Planning Officer’s preliminary comments. Members resolved to “accept the decision that the New Forest District Council’s Planning Officer might make under their delegated powers” and questioned the necessity for the scale and number of illuminated signs, especially on the rear elevation, near to residential properties.
	<b>(b)</b>	<b>Tree work applications</b>
	Members noted tree work application notifications had been made at following location:	
	Ref No: CONS/16/0324	<b>Ravenscroft. Winsor Lane, Winsor SO40 2HG</b> Prune 1 x oak tree
	Ref No: CONS/16/03369	<b>Rozel, Winsor Lane, Winsor SO40 2HG</b> Fell 1 x Walnut tree
	Members raised no objections to the above proposals	

<b>(c)</b>	<b>Planning decisions</b>
Members noted that the following planning decisions had been made :	
<b>Ref No:</b>	16/00087
<b>Address:</b>	BENNETTS, OLD LYNDHURST ROAD, CADNAM, SOUTHAMPTON, SO40 2NL
<b>Application for</b>	Single storey extension
<b>Decision</b>	Grant Subject to Conditions
<b>Parish Council's views</b>	Permit (3)
<b>Ref No:</b>	16/00068
<b>Address:</b>	HOME VIEW, POLLARDS MOOR ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2NZ
<b>Application for</b>	Roof alterations to include raised ridge height, dormer windows and rooflights to facilitate additional living accommodation
<b>Decision</b>	Refuse
<b>Parish Council's views</b>	Refuse (4)
<b>Ref No:</b>	16/00122
<b>Address:</b>	MERRIDALE, POUND LANE, WINSOR, SOUTHAMPTON, SO40 2HL
<b>Application for</b>	Single storey rear extension
<b>Decision</b>	Grant Subject to Conditions
<b>Parish Council's views</b>	Happy to accept officer's delegated powers (5)
<b>(d)</b>	<b>Tree work applications</b>
The following tree decision notification has been received:	
<b>Ref No:</b>	CONS/16/0226
<b>Address</b>	LIBERTY HOUSE, CHINHAM ROAD, BARTLEY, SOUTHAMPTON, SO40 2LF
<b>Description of work:</b>	Fell 1 x Oak tree
<b>Decision:</b>	No objection raised
<b>(e)</b>	<b>Planning Appeals</b>
No new planning appeal notifications have been received since the last Parish Council meeting.	
<b>(f)</b>	<b>Enforcement Action Notifications</b>
The following enforcement notifications appear on the latest Planning Authority lists by Parish:	
<b>Ref No:</b>	QU/16/0053
<b>Planning Authority:</b>	New Forest National Park Planning Authority
<b>Address:</b>	NAMBOUR, SOUTHAMPTON ROAD, CADNAM, SOUTHAMPTON, SO40 2NB
<b>Description</b>	Unauthorised advertisement
<b>Notification date:</b>	9/3/2016
<b>Current status:</b>	Occupier has agreed to cease breach
<b>Ref No:</b>	QU/16/0050
<b>Planning Authority:</b>	New Forest National Park Planning Authority
<b>Address:</b>	WYEVALE GARDEN CENTRE, SOUTHAMPTON ROAD,

		CADNAM, SOUTHAMPTON, SO40 2NB
	<b>Description</b>	Unauthorised advertisements
	<b>Notification date:</b>	2/3/2016
	<b>Current status:</b>	Occupier has agreed to cease breach
	<b>(g)</b>	<b>Appeals against Enforcement Action Notifications</b>
		No new notifications received
	<b>(h)</b>	<b>Other planning matters</b>
		At the planning meeting on 12 <sup>th</sup> April the following planning application was considered:
	<b>Application Ref No:</b>	16/00237
	<b>Address:</b>	HOLLYBANK, NEWBRIDGE ROAD, CADNAM, SOUTHAMPTON, SO40 2NX
	<b>Applicant(s):</b>	Mr & Mrs Batchelor
	<b>Application Type:</b>	Full Application
	<b>Application for:</b>	One and two storey extensions; outbuilding (demolition of existing garage)
		<p>The original Parish Briefing Note as supplied by the Planning Authority contained the following:</p> <p><i>“The plans indicate an extension by 32% of the existing, and the agent will be contacted to discuss possible revisions, which would be in scale and within the floor area limits.”</i></p> <p>Further information had been received from the Planning Authority, whereby amended plans had been submitted and an additional briefing note had been prepared that contains the following:</p> <p><i>“Negotiations have been undertaken with the agent to secure a revised design. The floor area has been checked and is now within the limitations of Policy DP11. It is considered that the double pile form, which is a fairly common solution to extending the traditional Forest cottage, would be more suitable for this property, which has retained its attractive and small scale character when viewed from the front. The proposal gains the space the applicant seeks, and in the opinion of Officers would also preserve the character of this locally important property.”</i></p> <p>When the Parish Council first considered this matter, its recommendation was “We are happy to accept the decision reached by the National Park Authority’s Officers under their delegated powers (5)”</p> <p>Members resolved that the original recommendation above should stand and in the future there would be no need to refer other planning matters back for re-consideration when additional information/further negotiations would not cause the original recommendation to be varied.</p>
<b>244.</b>	<b>Item No.9 - Compliance and Governance Documents</b>	
	The Parish Clerk produced a proposed schedule and timetable for the production and examination of draft documents in respect of the Parish Council’s Code of Conduct, Standing Orders, Financial Regulations and a Complaints Procedure for presentation and approval at the Annual General Meeting on Tuesday 24 <sup>th</sup> May 2016. The proposed timetable was accepted.	
<b>245.</b>	<b>Item No.10 – Appointment of a new Clerk</b>	
	The Clerk produced a brief report that included previous job descriptions and an application form that could form the basis for a new job description and advert. The	

	Clerk also produced some indicative cost estimates for the insertion of adverts in the Romsey Advertiser and the Lymington Times.																						
<b>246.</b>	<b>Item No. 11 - Correspondence</b>																						
	The clerk tabled a list of correspondence that has been circulated to members electronically.																						
<b>247.</b>	<b>Item No. 12 - Finance matters</b>																						
	(i)	<i>Expenditure</i> - the Clerk presented the monthly financial statement, together with details of proposed payments. Agreed, that the statement be received and the following payments were authorised:																					
		<table border="1"> <thead> <tr> <th>Cheque No</th> <th>Payee &amp; Detail</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>501023</td> <td>Michael Mortimer <i>Clerks salary &amp; mileage</i></td> <td>639.47</td> </tr> <tr> <td>501024</td> <td>Copythorne Parish Hall <i>Hall Hire Apr - June2016</i></td> <td>63.00</td> </tr> <tr> <td>501025</td> <td>New Forest District Council <i>Half year Parish Map sub</i></td> <td>50.00</td> </tr> <tr> <td>501026</td> <td>HALC <i>Annual affiliation fees</i></td> <td>435.00</td> </tr> <tr> <td>501027</td> <td>HALC <i>HR Consultancy fees</i></td> <td>180.00</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Total</b></td> <td><b>1367.47</b></td> </tr> </tbody> </table>	Cheque No	Payee & Detail	Amount £	501023	Michael Mortimer <i>Clerks salary &amp; mileage</i>	639.47	501024	Copythorne Parish Hall <i>Hall Hire Apr - June2016</i>	63.00	501025	New Forest District Council <i>Half year Parish Map sub</i>	50.00	501026	HALC <i>Annual affiliation fees</i>	435.00	501027	HALC <i>HR Consultancy fees</i>	180.00		<b>Total</b>	<b>1367.47</b>
Cheque No	Payee & Detail	Amount £																					
501023	Michael Mortimer <i>Clerks salary &amp; mileage</i>	639.47																					
501024	Copythorne Parish Hall <i>Hall Hire Apr - June2016</i>	63.00																					
501025	New Forest District Council <i>Half year Parish Map sub</i>	50.00																					
501026	HALC <i>Annual affiliation fees</i>	435.00																					
501027	HALC <i>HR Consultancy fees</i>	180.00																					
	<b>Total</b>	<b>1367.47</b>																					
	Standing Orders were suspended at 9pm																						
<b>248.</b>	<b>Item No. 13 - Pending matters</b>																						
	<p>The Clerk produced a pending items report, whereby the following points/items were noted:</p> <p>Footpaths – the Clerk is to produce extracts from the definitive maps covering the Parish as soon as possible so that an allocation of footpath walking to members can be undertaken.</p> <p>Winsor United Sports Club - no further developments.</p> <p>Splitwind Pond - Councillor John Goodwin still progressing this.</p> <p>Lengthsman Scheme – the Lengthsman has works in hand. Discussion amongst members going forward that a proper system of quotation of issuing orders was required.</p> <p>The Clerk is to add in Rose Cottage and efforts that are being made to get a private landowner to carry out works to clear a ditch.</p>																						
<b>249.</b>	<b>Item No. 14 - Delegates' Reports</b>																						
	None																						
<b>250.</b>	<b>Item No. 15 - Members' Reports</b>																						
	None																						
<b>251.</b>	<b>Other items</b>																						
	Parish Councillor Lady Kara Hawks raised the matter of cars being parked in the bus lay near to the junction of Old Romsey Road and Romsey Road, which could include patrons to the White Hart using it. The matter is to be raised with the local neighbourhood policing unit and the highway authority to see if the situation can be alleviated.																						

**Chairman:** .....

**Date:** .....