

MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 10th OCTOBER 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 and Mike Moriarty.

Also in Attendance: District Councillors Diane Andrews; Les Puttock; two members of the public.

Clerk to the Council: Mrs Susan Brayley

87. Agenda Item 1 – Apologies for Absence

Apologies for absence were received from Parish Cllr Goodwin; County Cllr Heron; District Cllr Tipp and Holger Schiller, NFNPA Community Officer.

88. 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.

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

None

90. Agenda Item 4 - County and District Councillor Reports

No report had been provided by County Cllr Heron.

District Cllr Andrews reported that the NFDC and NFNPA had met to discuss their respective proposed Local Plans and that one proposed development (Fawley Power Station) affected both authorities. That the NFDC was conducting a “Peer” review of the whole Council and were again focused on finance.

Finally, Cllr Andrews advised having attended the traffic Management meeting and giving strong backing to Copythorne’s submissions: -

1. Southampton Road / Winsor Road junction, extension to double yellow lines. Concerned that vehicles are being parked on the corner adjacent to the British Legion and back into Winsor Road.

2. Southampton Road – bollards to prevent verge parking opposite Cadnam Garage. Concern that the grass verge opposite Cadnam Garage is being destroyed by car parking. She was pleased to report that following the Officers comments, it had been agreed to include these in the TM 2017/18 Programme for investigation to determine appropriate measure and that both issues would be considered together.

Cllr Puttock advised he had found the Officers comments re parking in Southampton Road very interesting and following complaints from residents due to increased parking pressures in the area felt that there was a need to look at some form of identification system for local resident parking.

Cllr Puttock also observed that the whole New Forest area was due to go through a period of problems caused by the developmental pressure on it and surrounding districts. The process needed to be carefully thought through to demonstrate understanding and awareness to residents.

91. Agenda Item 5 - Presentation by Holger Schiller, NFNPA Community Officer - How the National Park Authority Can support the Parishes.

Due to illness, Mr Schiller was unable to attend the meeting, so it was agreed to bring forward Agenda item 12.

92. Agenda Item 12 - To Review Proposed Parish Hall Broadband / Hall Hire Charges

Following circulation of Parish Hall broadband/phone costs previously paid by the Parish Council, the Chair advised that following cancellation of these contracts, the Parish Hall Management Committee were proposing to charge the Parish Council a one third share of £10.00 per month for broadband use only. The remaining costs were equally shared between the PHMC and the Pre-School, with the Pre-School paying all the costs of the required phone line. This would result in savings to the Council of approximately £350.00 per year.

The Clerk also advised Council that the PHMC were now billing the Council for three hours hire per meeting, which was entirely fair as the room was usually occupied for that period.

Cllr Herra raised concerns that this should have been brought to Council via the finance committee. The Chair reminded Council concerns re the Parish Hall broadband/phone costs had been raised by the previous Clerk during budget setting and had been on the Agenda for resolution since January 2017.

RESOLVED: Proposed Cllr Lady Kara Hawks; Seconded Cllr Coombs; Unanimous vote in favour of acceptance both Parish Hall Broadband / Hall Hire Charges.

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

93(a) New Planning Applications

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

17/00740 - Hutchison 3G, Communications Site, Romsey Road, Copythorne, SO40 2PF

Installation of 1No. equipment cabinet; associated ancillary works. (General Permitted Development.

The Clerk advised that although this was GPD, the Officer had stated would appreciate Council's view on siting and local issues. It was observed that this was an existing site, so the proposal would have negligible impact.

RESOLVED: Proposed Cllr Coombs; Seconded Cllr Lucas; Unanimous vote in favour of: -
Response 5 - We are happy to accept the decision reached by the National Park Authority's Officers under their delegated powers.

17/00774 – 2 Nichols Corner, Brockishill Road, Bartley,

Two storey side extension

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

Response 3 - We recommend PERMISSION

17/00773 – Bartley Cross Farm, Chinham Road, Bartley, SO40 2LF

Replacement Dwelling and Outbuilding.

It was observed the ecology report had been received.

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

Response 3 - We recommend PERMISSION

17/00804 – Home Lea, Chinham Road, Bartley,

Extension and first floor extension to existing garage; Demolition of existing conservatory. Concerns were raised re both the size and appearance of the proposal, particularly as in a conservation area.

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Coombs; 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 National Park Authority's Officers under their delegated powers.

- Out of keeping with conservation area.
- Not in keeping with Street Scene
- Inappropriate design
- Concerns re overbearing impact on neighbours.

The Clerk advised that the NFNPA Officer had requested further information to support the Councils recommendation for Permission re 17/ 00710 – The Beeches, Romsey Rd. Ower - 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 - as this would be going to committee.

Council reviewed the comments online and saw no reason to change their original recommendation, despite the late addition of one objection (dated 3rd October), as most comments were supportive. The following comments were agreed: -

- Provides both educational and social purpose
- Positioning means there is no impact on neighbours

93b - Tree Work Applications

TPO/17/0813 – Scammels Farm, Vicarage Lane, Copythorne

Prune 1 x Beech Tree; Fell 2 X Oak tree –

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

CONS/17/0731 – Spruce Cottage, Newbridge, Cadnam,

Fell 2 x Pine trees

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

CONS/17/0831 – Little Thatch, Winsor Road, Winsor

Prune 1 x Yew Oak tree; Prune 1 x Ash tree

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

CONS/17/0833 – Martins Oak, Copythorne Crescent, Copythorne

Fell 2 x Conifer Trees

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

94. Agenda Item 7 – 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

95. Agenda Item 8 – Confirmation of the Minutes of the previous Parish Council Meeting.

The draft minutes had been circulated to members prior to the meeting. The Clerk advised that in the interests of best practice, acceptance of the minutes should be formally proposed and agreed.

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Coombs; Unanimous in favour of Minutes Confirmed and accepted.

Cllr Moriarty queried the ongoing maintenance costs of the Defibrillators, due to be accepted onto the Parish Council Asset Register and was advised £12.00 per year for batteries.

96. Agenda Item 9 - Finance – To Receive and Agree Monthly Payment Schedule and Bank Reconciliation.

The monthly payment schedule and September bank reconciliation documents which had been circulated to Cllrs prior to the meeting, were agreed. The Cheques and schedule were signed by Cllrs Reilly and Moriarty.

The Clerk advised that the balance of £4,577.98 in the Co-operative account had been transferred to the Lloyds account and that the Co-operative account was now closed.

The Clerk also advised that payment had been received from the previous Clerk to cover telephone invoices up to and including September 2017 as had the second precept payment from the NFDC.

Documents appended to these Minutes – Appendix II.

97. Agenda Item 10 – To Receive Second Quarter Parish Council Budget Update.

The Second Quarter Parish Council Budget Update and Receipts & Payments documents which had been circulated to Cllrs prior to the meeting were received and accepted.

98. Agenda Item 11 – To Receive External Audit Final Report

The Clerk advised Council that the Notice of Conclusion of Audit and the Issues Arising Report had been received from the External Auditors, BDO.

The **Risk Assessment - not minuted** item has been removed, leaving just one qualification - **The internal auditor has made a number of serious recommendations, which indicate a number of breaches of proper practices and regulations.**

The Clerk also reported having received an email from the External Auditors, giving positive endorsement of both the Clerk and Councillors' actions both before the end of the audit period (31st March 2017) and going forward into the current financial year. Email as follows: -

Dear Mrs Brayley,

Following on from our earlier conversation I would like to summarise the findings and conclusions of BDO for Copythorne parish council's audit. On the file is one raised qualified issue relating to the internal auditor's report for a number of weaknesses noted and for not following correct practices. We note this conclusion from the internal auditor took place throughout the year, before the new clerk/RFO had been appointed and it is clear to see both the clerk and the council had reacted correctly toward this report it was just unfortunate they did not have enough time to action the points before the year end.

I would also like to confirm that the senior audit team have reviewed the audit and due to the responses provided by the clerk, one of the two qualified issues were removed.

We are happy to see that going forward there should be no issues next year as the council are acting accordingly to the issues noticed in the 16/17 audit.

The clerk also drew Council's attention to the paragraph on P2 (Introduction) of the Issues arising report from the Auditors.

“The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist”

Observing she would like to reassure Cllrs that due to the comprehensive audit of both finances and policies and procedures carried out by the Internal Auditor, Council could be confident that Copythorne Parish Council is now fully compliant with all Audit requirements.

Copies of the Conclusion of Audit Documents can be found under the “Transparency” tab on the Parish Council Website and will be published on the noticeboards until the 27th October 2017

98. Agenda Item 13 – To Receive Remaining Public Footpath Inspections and Agree HCC Cutting Schedule

Cllr Coombs had completed the inspection of footpaths 4,5 and 6 and circulated her report to Cllrs prior to the meeting. With the addition of the inspection information from 4,5 and 6, the summary of inspection findings was as follows: -

1. Public Footpath Signs which appear to either be in a bad state of repair or missing altogether on several of the paths.
2. Numbers 10,12 & 13 need cutting in places and 3 will need attention again by the spring.
3. Access to Numbers 10 &12 needs to be addressed
4. Number 17 is obstructed by trees/debris in two places
5. Number 9 has an invasive non-native species (Japanese Knotweed & Himalayan Balsam) problem.
6. Number 4 has signage issues; Number 5 has some broken fencing to be repaired, otherwise fine.

As a result of the above, it was agreed to put nos. 3,10,12,13 forward to HCC for the cutting schedule, after checking 1,7,8 & 18 with Cllr Goodwin.

All missing/damaged footpath signs to be reported to HCC Countryside Team and on Highways website.

Landowner responsible for 12 to be established and contacted re blocking of access.

Tree blockage on no.17 to be reported to landowner for clearance.

Advise to be sought on non-native invasive species problem on no.9 from NFNPA officer.

Cllr Herra advised that Hampshire & I.O.W. Wildlife Trust were now responsible for Copythorne Common (no.17) and volunteered to find the contact details for the Clerk.

Cllr Moriarty stated he had contacted the NFNPA officer working on the non-native invasive species problem throughout the national park and also the Land Advisory Service. Cllr Lady Kara Hawks also advised contact with the officer and there was no funding available to help. It was agreed that the Clerk ask for help from other Hampshire parishes as to how they have dealt with this problem via the HALC e bulletin system.

99. Agenda Item 14 – To Receive Council Asset Risk Assessment Report

The Chair advised he had conducted an inspection of all the Council’s external assets, that the seats were all in good order, but would need some minor maintenance attention in the spring. The HCC grit bins had also been checked and were all full and ready for use.

Cllr Coombs asked if there was any update on the installation of the bollards (as funded by the Parish Council), as the area around the War Memorial was damaged and needed to be cleared before Remembrance Sunday.

The Chair concluded by advising that the Council Asset inspection would be conducted and reported on a quarterly basis in future.

100. Agenda Item 15 – To Agree Adopted Telephone Box Use.

It was universally agreed that the Civil Parish area and Council should be promoted in the boxes. Suggestions included, large scale maps of the area, leaflets promoting footpaths, copies of the newsletter and the Parish Council members contact list. It was noted that other parishes had made a variety of uses of their boxes – everything from a small library to housing a defibrillator.

Cllr Lucas observed that the true costs of the boxes (maintenance, insurance, etc.,) should be calculated and included in the 2018/19 budget.

Standing orders were suspended at 9.00pm to enable the meeting to continue.

101. Agenda Item 16 – To Agree Winter Maintenance Work Schedule for Splitwind Pond.

The Chair advised he had been in touch with Catts and requested they submit a quote for work to the Clerk. It was observed that two more quotations should be sought, and it was agreed that this would be based on the maintenance schedule of works as per winter 2016.

102. Agenda Item 17 - To Agree Nomination of Bartley Post Office in the Village Shop/Post Office Category of the Countryside Alliance Awards

It was unanimously agreed that the Parish Council put forward Bartley Post Office for nomination.

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

The Clerk advised the following: -

Correspondence

1. September Beat Report received and attached.
2. Letter of thanks for the cheque for £375, (previous Chair's allowance), from 2nd New Forest North (Stanley's Own) Scout Group.
3. Contact received thanking PC for action in clearing footpath 3. Clerk would like to recognise that all the work done on this footpath was undertaken by the Chair of the Council, Cllr Reilly, to save the Council having to pay from the Lengthsman fund.
4. Very pleasant email received from a young resident requesting a mini skatepark at the parish hall. (Copy attached). Obviously, the Clerk can respond and advise that the Council does not own the land etc., however, as positive contact from the "Youth" of the parish should always be encouraged. Do Cllrs have any views they would like included.

Clerks Report

1. Temporary Road Closure Notice – Sunday 12th November 2017
Pollards Moor Road, Copythorne between its junction with Winsor Road and its junction with A31 Romsey Road - 09.30 hrs. to 09.45 hrs.
A31 Romsey Road between its junction with Pollards Moor Road and the access to the Scout HQ adjacent to St Mary's Church - 09.40 hrs. to 10.00 hrs.
2. Temporary Events Notice - Paultons Park, Ower. 20/10/2017 - Sale of alcohol - 1800 - 2200 hrs 400 people.
3. Cllr Goodwin has kindly arranged GIS Mapping training with NFDC for himself, Cllr Coombs and the Clerk on Wednesday 18th October.
4. Notification of the New Forest District Council's Draft Housing Strategy 2018-2023 has been received. However, as the copy received had not been reviewed by NFDC Cabinet and has to go to Public Consultation before final agreement, the Clerk recommends that is added to November Agenda for Council comment.
5. Agenda for the NFALC meeting Thursday 19 October 2017 at 7.00 pm in the Council Chamber, Appletree Court, Lyndhurst SO43 7PA has 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.
Minutes from last meeting available on request from the Clerk
6. Press release received from NFDC re the New Forest LEADER Programme, with a request to promote the grants to the residents and businesses in the Parish, via our website or hard copy newsletter.
7. October Policy update received from HALC (attached). Highlights include - Parish Precepts Referenda: Parish Polls Legislation and discretionary Business Rates discounts for public toilets.
8. Notification received from NFDC that parking charges will be suspended in all NFDC car parks to assist small businesses, on Saturday 2nd December and 23rd And 24th December.
9. Telephone call and copy of correspondence received from member of public who raised ongoing problems at Cadnam Garage at the April 2017 meeting. Whilst the Clerk is pleased to report that the member of the public did receive a letter and apologies from HCC after the Clerk had spoken to the Highways Engineer, it would appear that the promised "co-operation" to resolve the outstanding issues have once again been flouted by the garage owner. As there are now several outstanding HCC Highways issues in the parish, the Chairman and Clerk are intending to visit all the sites, collate written and photographic evidence and then invite the HCC New Forest Senior Engineer to a meeting to go through these, including the problem of Cadnam Garage and the layby vehicle blocking.

10. Clerk will be attending the local SLCC Regional Training Seminar on the 1st November. Training is mainly in compliancy and covers new financial changes; legal changes; community engagement via social media; discipline and grievance (social media focus); data protection changes.

104. Agenda Item 19 – Chairman’s Report

The Chair reported he had attended and enjoyed the W.I. Centenary Celebrations. That he, Cllr Lucas and the Clerk had had a good meeting with PCSO Williams re the resurrection of Community Speedwatch in Copythorne, that PCSO Williams would be joining the volunteers, CSW Co-Ordinators had been agreed from the volunteers and that the plan was to run from the first week in December. PCSO Williams had advised that his Police Inspector was fully committed to CSW, which was a priority in the NFNPA area due to the speeding problems and the rise in animal accidents as a result of this.

105. Agenda Item 20 – Councillors Reports

Cllr Moriarty advised that he had attended the North-East Quadrant meeting and had requested that the NEQ Chair’s report be sent to the Clerk for circulation and that he had raised the issue of non-native invasive species.
Cllr Lucas asked for items for the newsletter – the Countryside Alliance nomination and CSW were suggested.

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

Lengthsman work (deferred from the October meeting)
Presentation by NFNPA Community Officer
Report from Finance Committee re Budget Setting
Report from Friends of Copythorne Playground
Agree contractor for Splitwind Pond maintenance
Feedback from enquiries re non-native invasive species

107. Agenda Item 22 – To Confirm the date of the next meeting – 14th November 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 9.25 pm

Chairman _____

Date _____