

MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 12th June 2018 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 John Goodwin.

Also, in Attendance: District Councillors Diane Andrews and Derek Tipp and 9 members of the public.

Clerk to the Council: Mrs Susan Brayley

28. Agenda Item 1 – Apologies for Absence

Apologies for absence were received from Parish Cllr Mike Moriarty; County Cllr Edward Heron; District Cllr Les Puttock

29. 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 were Declared

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

A member of the public gave report detailing the lack of progress with the large pot hole on New Inn Road reported to HCC in February, advising he had written to the New Forest Senior HCC Highways Engineer and County Cllr Heron re the matter. The Chair reported similar problems with Highways issues he had reported earlier in the year and his dissatisfaction with their performance in the area. Cllr Goodwin advised intention to file a freedom of information request on how quickly the HCC Highways “report a problem” items were dealt with and to pursue via the HCC official complaints process.

31. Agenda Item 4 - County and District Councillor Reports

Dist. Cllr Andrews advised she had spoken with the NFDC local Streetscene supervisor re the missing bin in Romsey Rd. who advised that the council has not removed it, and if it has been taken the council will replace it. Had also asked about procuring a bin for the playground, which made for an interesting discussion on the way other areas, like Test Valley, are moving away from putting bins in playgrounds. Instead asking people to take their rubbish home with them. The council could set up a contract to empty the bin which would be approx £10.00 a time. this not confirmed. If the Parish still wanted to put in a bin, it was suggested that it was easier and quicker if the Parish contacted one of the three suppliers that the council deal with directly, they are Wybone, Glasdone or Broxap. Cllr Andrews expressed her surprise at the cost of rubbish bins and the amazing selection on offer. With what would be considered an "ordinary" bin costing about £200-£300. The Supervisor trialling "take your rubbish home" and has banners which could be used for this. Those decisions are up to the Parish. Cllr Andrews the raised the rise in people using Wheelie bins, advising the following “New Forest District Council is committed to collecting our rubbish every week and asks that you put it out just inside your property by 6am on collection day. Your rubbish is your responsibility before it has been collected; if animals do split the bags then you are responsible for clearing it up. If a collector spills the contents of the bag then they should remove all rubbish. If you are concerned that birds or animals will tear open bags, you can place the bags in a dustbin just inside the boundary of your property. Your collection team will take the sacks and replace the lids. Please do not leave your rubbish in a wheelie bin for collection as it will not be taken. They are not compatible with NFDC refuse

collection vehicles and extremely challenging to empty by hand. If you have a wheelie bin, please remove your rubbish sacks and place them as above before collection.

For more about recycling, rubbish and waste disposal visit the NFDC website”

Cllr Lady Kara Hawks reported her own bin was not being emptied despite having permission to leave at back door. Cllr Andrews to follow up with the refuse team.

Dist. Cllr Tipp advised that he had recently been appointed as a Governor at Bartley Junior School and would be happy to provide information to Council as required and that the NFDC Local Plan had been passed by both Cabinet and full Council.

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

32(a) New Planning Applications

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

18/00252 – Land Adjacent Paddock View, Pollards Moor Road, Copythorne,

Retention of portacabin

Cllrs had already received and reviewed correspondence from applicants and objections from neighbours. Heard representation from applicants and a neighbour at the meeting. Cllrs had a number of concerns with the application and felt that the issues raised in the objection letter dated 21st May 2018 was an accurate representation of those concerns. Council recommended that applicant work with the planning authority to resolve issues.

RESOLVED: Proposed Cllr Goodwin; Seconded Cllr Herra; 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.

- We note the neighbouring residents' concerns
- Agree with points raised in objection letter dated 21st May 2018, with particular reference to setting of precedent and contravention of policy.

18/00302 - The Barn Nuthooks House, Old Romsey

Change of use to residential; external alterations

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

- As per the Officer's comments in the Parish Briefing note

18/00339 - 4 - 4a The Parade, Southampton Road, Cadnam

Partial change of use of ground floor to residential (Use Class C3) porch; external alterations

RESOLVED: Proposed Cllr Goodwin; Seconded Cllr Lucas; 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.

- It would be unfortunate to lose another Business Premises on this parade of shops

18/00365 - Amberley, Romsey Road, Cadnam

Outbuilding

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

Response 3. We recommend PERMISSION

18/00402 - Nursery Cottage, Southampton Road, Bartley

Detached Garage

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

Response 3. We recommend PERMISSION

32(b) New Tree Work Applications

None

33. 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. Full report to be found on website with copy of these minutes.

34. Agenda Item 7 – Confirmation of the Minutes of the previous Parish Council Meeting.

RESOLVED: Proposed Cllr Coombs; Seconded Cllr Lucas; vote of four in favour of the Minutes being Confirmed and accepted with two abstentions as did not attend meeting

35. Agenda Item 8 - Finance – To Receive and Agree Insurance Quotation

The Clerk advised the following: -

The budget estimate put together in November 2017, with assistance from the Parish Council Insurance Specialists, Came & Company was as follows: -

Base Insurance	£420.00
Telephone Boxes	£ 45.00
Playground Equipment	£ 94.00
Total	<u>£559.00</u>

The actual annual charge, including IPT and administration fee has been calculated at £525.52 and covers all the above plus the WW1 commemorative seat, not included in the November budget estimate.

The Clerk therefore recommended that the Parish Council agree the Insurance quotation as provided by Came & Company for the Insurance year June 2018 – June 2019.

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Herra; Unanimous vote in favour of the recommendation to accept the quotation

36. Agenda Item 9 – To Receive and Agree Monthly Payment Schedule and Bank Reconciliation.

The Clerk advised the following: -

Payment Schedule included 2 direct debit invoices from May which had not been received in time for the May Meeting, due to early date and Bank Holiday.

April Bank Reconciliation attached – statements also not received in time for May meeting and May statements have also not yet been received.

Receipts

We have received first half year payment of Precept (9,337.50), repayment of Wellow PC Lengthsman charge (180.00) and reclaim VAT 2016/17 (327.84) and Bank Interest on Savings A/C (April) of 0.75p. Total £9,846.09.

May/June bank interest (1.50?); plus 4 x repayment of Previous Clerk's Phone / BB expected during June.

The payment schedule was agreed and this the cheques and electronic payment documentation were signed by the Chair and Cllr Herra. Documents published on website.

37. Agenda Item 10 – To receive Kirklands Solicitors Legal Review of the Deed of Assignment Document from Friends of Copythorne Playground to Copythorne Parish Council.

A copy of the review had been circulated to Cllrs prior to the meeting. As the Council's representative on the Playground project, Cllr Lucas advised that the legal review had raised no concerns that would prevent the Parish Council accepting the Deed of Assignment document.

38. Agenda Item 11 – To Agree and Approve Deed of Assignment Document transferring Copythorne Children's Playground from Friends of Copythorne Playground to Copythorne Parish

Cllr Lucas advised that a neighbour complaint had been directed to the Parish Council, which had been answered and referred back to the FOCP by the Clerk. This and a letter concerning the complaint from the MP, Dr Julian Lewis's office had been answered by the FOCP and confirmation received that the MP was satisfied and as no further contact had been received the matter was considered closed.

Cllr Lucas then advised that three issues had been identified during the final playground Inspection process, but these were minor and did not require a second visit and the formal opening was planned for the 1st July 2018.

Once the correct land registry information had been provided the Deed of Assignment could be signed.

The weekly "Visual Inspection" Training for Cllrs to be organised as soon as possible.

39. Agenda Item 12 – To Agree Proposed General Data Protection Regulation Documents

All the documents had been circulated prior to the meeting.

The clerk advised that all the documents were based on the NALC GDPR "Tool kit" templates, adapted for Copythorne Parish Council use and that the major area of concern is the personal privacy of both Councillors and the Clerk, and this was the only Risk Assessment action point that has been raised by the internal auditor who had recommended the Parish Council to have a virtual office facility by setting up a Post Office Box number, as the Parish Council Address, thereby protecting both the Parish Councillors' and Parish Clerk's, personal details by referencing contact only to the Parish Office address.

The Clerk also advised that assistance had been sought from County Cllr Heron with regards to the set up of Cllr .gov.uk email addresses, which he was progressing.

The Clerk also advised she had communicated via email to all of the Parish Council's regular contacts; Contractors and Service Providers that use non-generic email addresses, for permission to hold their contact details and will follow up with copies of the privacy policy, once approved, and that any contacts that do not respond with permission after this, will be deleted from the Council contact address book.

And finally, the Data Inventory Schedule would be produced, following the completion of the Council data audit along completion of a Data Disposal Procedure for adoption, which would complete all current requirements.

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Coombs; Unanimous vote in favour of agreeing the proposed GDPR documents.

Cllr Coombs expressed the thanks of the Council for all the Clerk's work on GDPR on the Council's behalf.

40. Agenda Item 13 – Review and nomination of Council representatives on or to work with external bodies and arrangements for reporting

The Terms of Reference had been agreed at the May Annual Meeting.

Representatives were agreed as follows:-

- New Forest Association of Local Councils – Chair & Vice-Chair
- Hampshire Association of Local Councils – Cllrs Coombs & Goodwin
- New Forest Consultative Panel – Cllrs Moriarty & Goodwin
- New Forest National Park Authority N.E. Quadrant Meeting - Cllrs Moriarty & Goodwin +
- Parish Hall Management Committee – Cllrs Reilly & Lucas
- Copythorne C of E Infant School – Cllr Lucas
- Bartley C of E Junior School – Cllr Herra
- Community Speed Watch – Cllr Lucas
- FOCF – Cllr Lucas

41. – Agenda Item 14 - To Review Working Parties, confirmation of the terms of reference, the number of members and receipt of nominations to them.

The following were all agreed: -

Finance - Councillors Simon Lucas, (Chair), Joseph Reilly, Steve Herra, Sarah Coombs

Flooding - Councillors John Goodwin (Lead Member), Sarah Coombs, and Lady Kara Hawks

Media/publicity (including Website) - Councillors Simon Lucas (Lead Member), Steve Herra and Mike Moriarty

Personnel and Governance - Councillors Joseph Reilly, Sarah Coombs, Steve Herra and Simon Lucas

Item/Area of Responsibility/ Councillor

- Finance – Simon Lucas
- Media & Publicity - Simon Lucas
- Personnel & Governance - Sarah Coombs
- Flooding - John Goodwin

- New Forest National Park - Mike Moriarty
- Transport - Mike Moriarty
- Highways and Footpaths - All members of the Council
- Lengthsman - All members of the Council
- Splitwind Pond - Joseph Reilly
- Asset inspections - Joseph Reilly

All members of the Council *should regularly* regular review of the Council newsletter, website and all similar items in the Public Domain and *must* report concerns to appropriate lead member and or the Clerk.

In the spirit of this, Cllr Goodwin reported concerns that the grass around splitwind pond had not been cut whereas HCC had cut all surrounding verges. As this was not currently included on the maintenance schedule it was agreed that a cut should be actioned as soon as possible in the current year and then actioned during May on an annual basis.

42. - Agenda Item 15– To Receive costings re outsourcing of Council Newsletter Printing – Cllr Lucas

A report detailing costings had been circulated to Cllrs and placed on the website prior to the meeting.

Cllr Lucas advised that based on this information, the Council's website providers, TLC Online had offered both best service and value for money and he therefore recommended a six-month trial contract be awarded to them with effect from the July Newsletter.

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Herra; Unanimous vote in favour of six-month trial contract be placed with TLC Online for newsletter printing.

43. Agenda Item 16 - Review Logo Competition Entries

The Clerk advised three entries had been received by the 25th May deadline and these were put on the screen for the meeting to view.

It was agreed that the three entries plus the existing would be refined and put forward for public vote at the Parish Hall open day on the 15th September 2018.

44. – Agenda Item 17 - Correspondence and Clerk's Report

The Clerk advised the following: -

Correspondence

1. Temporary Events Notice received -Copythorne Church Of England Infant School, Romsey Road, Copythorne, Copythorne School Summer Fair - 22/06/2018 - 700hrs to 1900hrs - Sale of alcohol
2. Notification received of meeting of the New Forest National Park Authority, Friday 15 June 2018 at 10.00am in the Council Chamber, Lymington Town Hall, Avenue Road, Lymington, SO41 9ZG. (Part I of the meeting will be open to the Press and public
3. Notification received of NFNPA Planning Committee Meeting at Lymington Town Hall, 9:30 am Tuesday 19 June 2018. There are no applications affecting Copythorne on the agenda.

4. Notification received from Cllr Edward Heron in his role as NFDC Portfolio Holder for Planning and Infrastructure, advising of the publication of the NFDC Local Plan. Link is available via the Clerk.
5. Copy email received from a resident regarding the removal of waste bins at Romsey Road, Ower, by Paultons Park. The email was very properly directed to NFDC Customer Services and with the correspondent's permission has been passed to Dist. Cllr Andrews

Clerks Report

1. A new guidance note on providing financial assistance to a Church has been provided by HALC, listing relevant acts of parliament as there is clearly a great deal of confusion in this area.
2. The Clerk has completed a survey conducted through HALC re fly tipping. Was not very useful as clearly targeted at large Parish Councils/ Town Councils.
3. Request received from NFNPA re attendance on proposed NFNPA Consultative Panel Tour proposed for Wednesday 8th August.
4. The Clerk would like to scan important entries from the old Minute books, before the books are sent for secure archiving in Winchester. Due to the size and delicacy of these old books, the Clerk would like to suggest having this done by TLC online as they have both the large scanner and set up to manage this at minor cost.
5. Warning received via our Payroll providers that there are a number of quite convincing emails purporting to be from HMRC and Banks. All have attachments on them containing an assortment of nasty computer viruses. Advice is to delete immediately – the addition of a “privacy notice” on the bottom of an email is not a guarantee of legitimacy.
6. Request received via HALC, from NALC to complete a short survey to obtain evidence and support for a proposal they wish to submit to Government requesting that the adoption of a Community Infrastructure Levy (CIL) regime, by local planning authorities, is mandatory. Not all planning authorities have adopted CIL but continue to use the Section 106 regime. This has meant that those local councils, which have made a Neighbourhood Plan and are entitled, in theory to 25% of CIL receipts to plough back into their communities, unable to access CIL funds. It is on this basis that NALC believes the adoption of CIL should be mandatory.
7. Wellow P.C. have arranged a meeting on 14th June to discuss the new Lengthsman Cluster lead process and contract. The Chair is attending for Copythorne PC on the Clerk's behalf.
8. New Forest North District Scouts Annual Report received for circulation to Council Members,

45. – Agenda Item 18 - Chairman's Report

The Chair advised that the Parish Hall Committee had received a very good quotation for CCTV coverage of the whole Parish Hall site including the playground of £3,000.00 inc. VAT.

That the memorial bench had been received, but that the quotation for installation from the lengthsman was very high (£200) due to inexperience with this type of work. The Chair advised he had approached a local builder for assistance on the recommendation of the British Legion representative.

46. – Agenda Item 19 - Councillors Reports

Cllr Herra enquired if there had been any follow up to the Southern Water customer consultation.

Cllr Lucas advised attending the HCC Town and Parish Council meeting with Cllr Goodwin and that his report had been circulated and was on the website.

Cllr Lady Kara Hawks reported hedge encroachment, address to be provided to the Clerk to contact.

Cllr Goodwin advised attending the HCC Town and Parish Council meeting and had requested the presentation notes for circulation.

That the NFNPA Chief Executive had attended the NE Quadrant meeting and that the HCC Rights of Way and potential grants had been raised.

Advised that a planning application for which he was agent was likely to come forward at the July meeting

47. – Agenda Item 20 - Agenda Items for the Next Meeting

Rights of Way Inspections

48. – Agenda Item 21 - To Confirm the date of the next meeting – Tuesday 10th July 2018 at Copythorne Parish Hall (Rear Extension)

In the absence of any other public business the Chairman thanked those present for attending and advised that the meeting now had to go closed session of Council members only.

49. – Agenda Item 22 - Closed Session - *Public Bodies (Admission to meetings) Act 1960 sec.1(2). A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies. To consider staffing matters.*

The Chair advised Council members that he was very sorry to have to announce that the Clerk had tendered her resignation for personal reasons and would be leaving by the 30th September 2018.

It was agreed that the recruitment process should be managed by the Finance Working Party, who should meet as soon as possible, with assistance from the Clerk.

Cllr Coombs stated that the hours currently allocated for the position were clearly insufficient and this should be considered at the Council meeting in progress. The Clerk advised that the hours spent were under review, but that an increase to 15 hours per week from the existing 12 would be a sensible increase, with the review continuing.

It was unanimously agreed that the position be advertised with the hours stated at 15 per week.

The meeting then closed at 9.30pm

Chairman _____

Date _____