

MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 10th July 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 Les Puttock and 3 members of the public.

Clerk to the Council: Mrs Susan Brayley

50. Agenda Item 1 – Apologies for Absence

Apologies for absence were received from County Cllr Edward Heron; District Cllr Derek Tipp.

51. 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 – Cllr Goodwin declared a pecuniary interest in planning application 18/00429 as planning agent for the applicants.

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

No items were registered

53. Agenda Item 4 - County and District Councillor Reports

Dist. Cllr Andrews reported that she had visited the playground and was delighted with the enthusiasm and enjoyment witnessed by the young users and congratulated the FOCP on providing such a fantastic asset. There followed a round of applause for the attending FOCP representative. Also advised had successfully pursued the waste bin problem in Salisbury Rd and a larger bin was now in place.

Cllr Andrews also gave an update on a Safer New Forest initiative in the form of a mobile phone app designed to combat modern slavery by giving feedback on car washes and confirmed that a legislative change had led to the first successful prosecution by the NFDC of littering from a car as this enabled prosecution of the registered car owner.

Cllr Moriarty raised the issue of the calibration of the speed device at the Haywain, Cllr Andrews advised that HCC were claiming that it was correct despite evidence to the contrary, The Clerk reminded Cllr Andrews that Cllr Andrews had requested that County Cllr Heron take this up with HCC Highways.

Cllr Lady Kara Hawks thanked Cllr Andrews for her help with the incorrect refuse collection and confirmed contact from the NFDC refuse team.

Dist. Cllr Puttock praised Cllr Andrews for her promotion of closer working between the NFNPA at the recent District Council meeting, advising that it would be more beneficial to the whole area as well as both authorities to work together.

Cllr Andrews advised that the NFDC were very keen to pursue this, but that the NFNPA were holding back.

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

54(a) New Planning Applications

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

18/00443 – Kennington, Kennington Lane Cadnam

Outline application for Replacement dwelling; carport; demolition of existing bungalow (All matters reserved for later approval)

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

Response 1 – We recommend Permission but would accept the decision reached by the NPA Officers under their delegated powers.

18/00482 – Tangleweed, Chinham Rd, Bartley

Replacement garage (Revised design to planning permission reference 17/00485)

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

Response 3 – We recommend Permission

18/00461 - Studio Cottage, Winsor Road, Winsor, SO40 2HP

Application for a Certificate of Lawful Development for proposed stationing of a mobile home – For Information Only

The Chair reminded Cllr Goodwin that as per his declaration of a pecuniary interest in the next application, he should remove himself from the Council table.

18/00429 - 1 & 2 Thatched Cottages, Winsor Road, Winsor

Replacement Chimney Stack

The applicant's agent advised that both he, the builder and the applicants were in communication with the planning officer to satisfactorily resolve the comments made by the conservation officer.

RESOLVED: Proposed Cllr Herra; Seconded Cllr Lady Kara Hawks; vote recorded as 6 in favour of the following with 1 abstention: -

Response 5 – We are happy to accept the decision reached by the NPA Officers under their delegated powers

- The Conservation Officers questions need to be addressed.

54(b) New Tree Work Applications

TPO/18/0528 – Forest Gates, Romsey Road, Cadnam

Prune 1 x Oak tree

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

Leave decision to the Tree Officer

55. 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, with particular reference to the Enforcement Appeal Notification - The Beeches, Romsey Road, Ower, Romsey, SO51 6AF - Alleged breach: Without planning permission the material change of use of the land affected for care and adult support purposes with associated stationing of a mobile home. The Clerk reminded Cllrs that this referred to a planning application the Council originally supported due to lack of information

at the time (July 2017), then on receipt of further information, made the comments in a letter to the NFNPA Planning Authority in February 2018 :-

17/00710 – The Beeches, Copythorne – Continued mixed use of land and siting of timber clad mobile home for Adult day care

Following determination of the planning application by the National Park Authority at its October Council Meeting, Copythorne Parish Council became aware that this development related to the retention of a timber clad mobile home and that the use of the associated land, which is agricultural, was for a new business activity in the New Forest outside the defined villages which would neither support the well-being of the local community, nor maintained the land-based economy or cultural heritage of the National Park and was, therefore, contrary to policy. We note the Authority has now had to take enforcement action as the owner/s declined to remove the mobile home, despite the refusal, and wish to state the enforced removal and planning position of the National Park Authority is fully supported by Copythorne Parish Council.

Advising the Council that only the original Council support comments and the contents of the subsequent letter would be automatically be submitted as part of the appeal process, the Clerk recommended to Council that a copy of the letter be submitted by the Parish Council in respect of this appeal.

RESOLVED: Proposed Cllr Coombs; Seconded Cllr Goodwin; Unanimous vote in favour of the submission of the letter dated 14th February 2018, be submitted as evidence to this enforcement appeal.

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

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

The draft minutes and revisions had been circulated prior to the meeting.

Cllr Goodwin raised a concern re the wording towards the end of minute reference 41, stating that he considered that responsibility for proof reading the newsletter should be carried out by a member of the Media Working Party, not all Council members and that not all members had access to the internet to monitor the website.

Cllr Herra reminded Cllr Goodwin that the review of the newsletter content by all Council members had been instituted at Cllr Goodwin's insistence and that the Council meeting dates had been moved to accommodate this in 2017.

Cllr Moriarty endorsed Cllr Herra's comments, pointing out that problems would arise if the designated "proof reader" was unavailable.

Minor amendments were made to the sentence.

Cllr Moriarty also advised that Cllr Goodwin was the lead Council representative for the North East Quadrant and not himself as implied. This too was corrected.

RESOLVED: Proposed Cllr Herra; Seconded Cllr Lucas; vote in favour of the Minutes being Confirmed and accepted with the above amendments with one abstention as did not attend meeting

Cllr Goodwin also queried updates he had requested to the Affordable Housing information on the website had not been actioned – the Clerk advised that the information with appropriate Minute references had been sent to the website provider for action.

57. Agenda Item 8 – To Receive and Agree Monthly Payment Schedule and Bank Reconciliation.

The Clerk advised the following: -

Payment Schedule – Clerks salary & expenses (July) includes cost of Newsquest Recruitment Advert (Romsey Extra; New Forest Post etc). as invoice exceeds £1,000 requires endorsement as per Financial Regulations.

Clerks Salary – August – cheque raised and back date to 14th August as no August meeting May & June Bank Reconciliations attached – June Reconciliation requires endorsement as part of Financial Risk Assessment control.

Receipts

May/June bank interest (1.52); plus 4 x repayment of Previous Clerk's Phone / BB received during June and July bill repayment already received from Previous Clerk.

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

58. Agenda Item 9 – To Receive First Quarter Parish Council Budget

The budget spreadsheets had all been circulated to Council members prior to the meeting. The Clerk advised the following: -

Receipts

Precept; VAT Repayment; Wellow Lengthsman Repayment and Previous Clerk's Phone BB all received – Therefore actually £649 better off than anticipated.

Payments

Major Annual costs – Insurance; HALC/NALC/GIS subs; Audit all paid plus transfer of funds held for Lengthsman as lead parish also completed, so all the monies in bank are purely Copythorne Parish Council's. Actuals are still slightly under plan despite Legal review costs for playground not being included in budget.

59. Agenda Item 10 – To Receive Final Report from F.O.C.P. and Approve Deed of Assignment Document transferring Copythorne Children's Playground from F.O.C.P. to Copythorne Parish Council.

Cllr Lucas advised that the final report from the FOCP had been circulated to Council members prior to the meeting and that the neighbour complaint had been confirmed as no further response being required by both the NFNPA and Dr Julian Lewis MP. All relevant paperwork regarding the complaint and responses had been passed to the Clerk.

The FOCP representative advised that all the objectives of the project had been completed as detailed in the final report.

The Chair extended, on behalf of the Parish Council a vote of thanks to all members of the FOCP for all the work they had put in resulting in an excellent asset to the civil parish.

The FOCP representative in turn thanked the Parish Council for all their support and stated that it had been an excellent example of a partnership working for the benefit of the community.

The Deed of assignment was signed by the FOCP and the Chair of the Parish Council.

60. Agenda Item 11 – To Agree Public Footpath / R.O.W. Inspections Schedule & Lengthsman Works Reporting.

The proposed footpath/ROW schedule and accompanying maps had been circulated prior to the meeting.

The Chair advised that footpath 3 was badly overgrown and impassable in places, the decision having been made not to include it on the HCC cutting schedule as he had done it personally in past years. It was agreed that due to the complaints received, this should be actioned by the Lengthsman as soon as possible.

Cllr Coombs volunteered to add footpaths 4&5 to her schedule. **Action Clerk reissue schedule with changes to Cllrs Coombs/Lucas**

Cllr Goodwin raised the grass cutting at Splitwind Pond and offered to follow up with Catts Tree Care who carried out the annual maintenance of the area. **Action Cllr Goodwin**

61. Agenda Item 12 – To Review and Agree Proposed Retention & Disposal of Documents Procedure

Carried over to next meeting.

62. – Agenda Item 13 - To Receive External Asset Risk Assessment Report

The Chair reported that he had completed the quarterly External Asset Risk Assessment review on the 4th July and that with the exception of some damage to the Parish Hall notice board all assets were in good order, with some vegetation trimming required around the notice boards at Newbridge Road and Winsor Road. It was agreed to request an estimate for this work and the clearance of footpath no 3 from the Lengthsman and if this was estimated at less than 20 hours should go ahead. **Action Clerk to send Lengthsman schedule of work for estimate.**

63. – Agenda Item 14 - Correspondence and Clerk's Report

The Clerk advised the following: -

Correspondence

1. Temporary Events Notice received - Paultons Park Paultons Park, Ower - Staff Party - sale of alcohol - 20/07/2018 18:00 - 22:00 hrs
2. Notification received of New Forest Cycle event 15th/16th September out of Somerley House. The good news is does not directly affect our villages on this occasion.
3. Email received from local resident raising concerns re additional camping provision at "Paddock View", the Clerk has advised the resident contact NFNPA Planning with their concerns
4. Notification received of NFNPA Planning Committee meeting 17th July 2018 – nothing affecting Copythorne on the agenda
5. Information received via Cllr Andrews regarding the development of the "Safe Car Wash App" to assist the Police and other relevant agencies with the reporting and subsequent prosecution of modern slavery gang masters.

Clerks Report

1. As reported in the Newsletter, Hampshire County Council – Concessionary Travel Scheme & Street Lighting Consultation is running – do members want to submit a

combined Parish Council response or leave it as individual responses. Consultation ends 5th August – *Individual Responses agreed*

2. Notification also received from the NFNPA re Consultation - Recreation Management Strategy for Town and Parish Councils - NE & NW again do members want to submit a combined Parish Council response or leave it as individual responses. Consultation ends 12th August - *Individual Responses agreed*
3. Notification received from the NFDC that a fly tipper has been fined £1,200 and ordered to complete 150 hours unpaid community work after being caught by New Forest District Council dumping five loads of builders' waste in Hale (near Fordingbridge) and one load in Rockbourne.
4. Changes to regulations with regards to the use of the electoral role as a result of GDPR have resulted in the NFDC Electoral Services department issuing reminders re control of use to all Parish Cllrs who receive a copy of the electoral register. Please see copy of email attached.
5. Copy of poster received from PCSO Williams with regards to a summer "Crime Stoppers Club". This is aimed at 10 to 15 year olds and we will be publishing on our noticeboards and website.
6. Copy June Beat Report attached.

64. – Agenda Item 15 - Chairman's Report

The Chair advised that the Parish Hall Committee had agreed to the Parish Council's request that in the event of the death of a Senior Royal, a designated area being set aside at the Parish Hall for residents to place floral tributes if they wish. The site agreed being the green space running between the Parish Hall and Winsor Road, where the tributes would be protected from the everyday Parish Hall use, whilst also being clearly visible from the road and footpaths. This information has been passed to the NFDC for inclusion in their register of formal arrangements to cover the event.

That the Chair, Cllrs Lucas and Moriarty and the Clerk had all attended the dedication of the commemorative bench at the War Memorial on the 30th June and this had been a very moving ceremony also well attended by members of the Royal British Legion and residents.

The playground opening had been a great success and again a beautiful day well attended by residents.

Finally, the Chair advised that the interviews for the recruitment of the new Clerk had been set for the 19th July, however as there was no meeting in August, it would be difficult to obtain approval of a recommended appointment by all Council members and requested Council approval to allow the recruitment panel (as majority of the Parish Council 4 members plus the additional second vote of the Chairman) to appoint on behalf of the Parish Council, to enable handover and the new Clerk to be situ before the current Clerk's leaving date at the end of September. Cllr Goodwin opposed to the use of the Chair's additional vote and it was finally agreed to delegate appointment to the interview panel on a single vote per member basis.

RESOLVED: Proposed Cllr Goodwin; Seconded Cllr Herra; Unanimous vote in favour of delegation of appointment of new Clerk to Recruitment Interview Panel.

65. – Agenda Item 16 - Councillors Reports

Cllr Lady Kara Hawks advised her hip surgery appointment was arranged for later that week

66. – Agenda Item 17 - Agenda Items for the Next Meeting

ROW Inspection reports

67. – Agenda Item 21 - To Confirm the date of the next meeting – Tuesday 11th September 2018 at Copythorne Parish Hall (Rear Extension)

A member of the public enquired on the status of the enhanced CCTV coverage of the Parish Hall and grounds, the Chair advised this was in progress.

In the absence of any other public business the Chairman thanked those present for attending
The meeting then closed at 8.47pm

Chairman _____

Date _____