

**MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 11<sup>th</sup> September 2018 AT COPYTHORNE PARISH HALL (REAR EXTENSION)**

**Present:** Councillor Simon Lucas (Acting Chairman), Councillors Lady Kara Hawks, , Steve Herra , Mike Mortimer and John Goodwin.

**Also, in Attendance:** District Councillors Diane Andrews and Derek Tipp and 4 members of the public.

**Clerk to the Council:** Mrs Suzanne Middleton

**68. Agenda Item 1 – To elect the Chairman of the Council and for the Chair to confirm acceptance of office.**

Cllr Simon Lucas was nominated by Cllr Steve Herra; seconded by Cllr Mike Mortimer and was unanimously elected to the Chair. (No other nominations received).

**69. Agenda Item 2 – To elect the Vice-Chairman of the Council and for the Vice Chair to confirm acceptance of office.**

Cllr Steve Herra was nominated by Cllr Mike Mortimer ; seconded by Cllr Simon Lucas and was unanimously elected as Vice Chair. (No other nominations received).

**70. Agenda Item 3 – Apologies for Absence**

Apologies for absence were received from Parish Cllr Sarah Coombs

**71. Agenda Item 4 - To consider applications for co-option to the Council**

An application for co-option to the Council had been received from Mr Graham Chilcott. Mr Chilcott was invited by the Chair to make a brief statement about his application. The Chair proposed that Councillors vote in favour of the co-option of Mr Chilcott. This was unanimously agreed, and the Chair welcomed the new Councillor and invited him to join the other Councillors for the meeting.

**72. Agenda Item 5- 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 .No declaration was made

**73. Agenda Item 5a - Public Session for Items on the Agenda**

No items were registered

**74. Agenda Item 6 - County and District Councillor Reports**

Dist. Cllr Diane Andrews reported that on 3rd September it was the Safer New Forest Strategy & Delivery group meeting, all Town and Parish Councils were invited to attend and ask questions of Rob Mitchell and other members. Those that attended Fawley, New Milton, Hythe and Dibden, felt that their problems were given full attention and when Rob Mitchell was unaware of an issue (Speed watch problems in New Milton) he said he would find out immediately. Cllr Andrews regretted that Copythorne missed a great opportunity to attend.

On 4th September Cllr Andrews attended the New Forest Partnership Plan projects tour. The objective of the meeting was to visit successful partnership projects and discuss future challenges. It was well attended, and in particular the information given by Dr Naomi Ewald

regarding pollution in our rivers was fascinating and encouraging on what can be achieved. The New Forest has been described as a clean water gem. It was interesting to note that water has a DNA retention capability and substances dissolved in it and can be traced to a source, this is particularly important for those with Septic tanks or sewage treatment plants if not working properly both systems can release raw sewage polluting the water in the ground. Owners and farmers are asked to make sure that there is no run off from their properties discharging into watercourses.

On 12th November at Brockenhurst College there will be an all-day conference covering four of the major issues chosen by S.N.F.S & D. Group: Drug and Alcohol related Harm; Children at risk (supporting families/Children and young people); Domestic abuse and Modern Slavery & Human Trafficking.

There will be Key speakers in the morning, lunch and workshops in the afternoon. The topics are varied, and attendees will be able to choose which workshops will be most informative for them. The subjects will be topical for e.g. The effects of gaming on children.

The conference is free and already many professionals in the industry have signed up for the day. Nothing like this has been held in the New Forest before and is going to be a productive day.

Today Cllr Andrews met with Michael Lane, Police Crime Commissioner in Lymington looking at plans and visiting the location of the new Police station which will take the rear section of Lymington Town Hall. It is expected to be open in early Spring next year. There will be a public desk and some response vehicles will be moved from Lyndhurst to Lymington to better serve the Forest as a whole.

Cllr Andrews said that she would like to mention previous chairman Joe Reilly, who was a very active chairman and attended many of NFDC events. He was also supportive of the councillor personally and she will miss him.

Dist. Cllr Derek Tipp said that tomorrow was the final date to complete the consultation on Southampton's proposed charging zone. He also reported that Leisure Centres are being reviewed to find savings and some consideration was being given to transferring them to Charitable Trusts who do not pay Business Rates or VAT. Interest will be sought from outside the Council to run Leisure Centres in order to achieve £1m per year savings.

Cllr Chilcott enquired about the 30 miles per hour sign and whether it is fully working. County Cllr Heron had been asked to follow this up. Cllr Andrews was requested to resend the e-mail regarding this matter.

## **75. Agenda Item 7- Agenda Item 5 - Planning Applications; TPO's and Similar.**

### 75(a) New Planning Applications

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

#### 18/00488 -Courtesy Filling station, Romsey Road, Cadnam

Retention of 1 no. externally illuminated fascia sign (application for advertisement consent)

**RESOLVED:** Proposed Cllr Herra; Seconded Cllr Chilcott. 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:

- The intensity of the lighting is very high

- The Council would request that lighting is only on whilst the garage is open in the interest of neighbours.

18/00126- Tazara, Winsor Road, Winsor

Porch

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

Response 3 – We recommend Permission

75(b) New Tree Work Applications

None

**76. Agenda Item 8 – 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. With regard to the Appeal related to The Beeches, Romsey Road, Ower, Romsey, SO51 6AF, the council had submitted comments to enforcement, endorsing their views and stating that the Council would not normally recommend this. This information had been passed to the hearing.

**77. Agenda Item 9 – Confirmation of the Minutes of the previous Parish Council Meeting (July).**

The draft minutes had been circulated prior to the meeting. On page 6 the reference to the meeting in August will be revised to read:” however, as there was **no** meeting in August,”

**RESOLVED:** Proposed Cllr Herra; Seconded Cllr Lady Kara Hawked. All voted in favour of the Minutes being Confirmed and accepted subject to the one correction.

**78. Agenda Item 10 – To Receive and Agree Monthly Payment Schedule and Bank Reconciliation.**

The Clerk advised that SR Comms and Easy Accountants charges had been added to the preliminary Payment Schedule. Both the salary of the outgoing and incoming Clerk were shown on the schedule.

One payment on the schedule exceeds £1000 ( Clerks salary, mileage and expenses £1,043.80)and therefore requires endorsement as per Financial Regulations. This was proposed by Cllr Herra and seconded by Cllr Chilcott and agreed unanimously.

July and August Bank Reconciliations attached.

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.

**79. Agenda Item 11 – Allocation of retired councillor’s roles and responsibilities**

Following the resignation of Cllr Reilly there were a number of duties that need to be reassigned. The following was agreed:

Finance Working Party- Cllr Chilcott

Personnel and Governance Working Party- Cllr Chilcott

Parish Hall Management Committee- the allocation of this will be deferred to the October meeting pending the Chair checking the constitution of the PHMC.

Quarterly External Asset Verification- Cllr Lucas

Lengthsman Cluster Representative-Cllr Herra

Splitwind Pond -Cllr Goodwin

### **80. Agenda Item 12 – Rights of Way inspection reports**

Footpath 3 has been done as part of the Lengthsman's work. It was agreed that Cllr Chilcott will take on footpaths 14,15,16 , and he has been provided with the details by the Clerk.

Cllr Herra suggested that he take on footpath 4 as this was reallocated from Cllr Reilly to Cllr Lucas, but it is adjacent to footpath 17. This was agreed.

**Action: Clerk reissue schedule with changes to include Cllr Chilcott and revisions to Cllr Herra and Cllr Lucas**

Reports carried out to date are as follows:

Cllr Lucas has completed footpath 1, but as it was too hot to complete the remaining two he will follow these up shortly.

Cllr Moriarty has completed footpath 2 and 9. Footpath 2 has been partially blocked by residents and needs clearing. Footpath 9 is overgrown. He recommended that both are put forward for the HCC cutting schedule.

Cllr Herra has completed footpath 17 and will complete 4 within the next few weeks.

Cllr Goodwin reported that on footpath 3 the wire is down, and cows have been accessing the path from the farm. The Clerk said that the Council had sent a letter to the landowner in the past and suggested that a letter is sent stating that the Council believes that cows have escaped onto the path.

**Action: Clerk to send a letter to landowner.**

Footpaths 14,15 and 16 all radiate from the same point. Footpath 14 is clear, 15 has a sign missing at Whitemoor Lane end and the SSI sign is damaged.

**Action :Clerk to inform Countryside team at HCC of signage damage**

A member of the public present at the meeting reported that the fir hedge at Yew Tree Garage is encroaching the pathway. The Chair advised that this can be reported to Highways Department to deal with as this is not a parish responsibility.

Remaining reports will be e-mailed to the Clerk by the responsible Councillors.

### **81. Agenda Item 13 – To receive and agree the new Clerks Training Schedule**

A proposed Induction Training Plan had been prepared by the new Clerk. The training modules are all organised by the Hampshire Association of Local Councils and are held locally. The total cost of the proposed training programme is £270 which falls well within the remaining budget provision for training (£340)

**RESOLVED:** Proposed Cllr Chilcott, Seconded Cllr Herra. Unanimously agreed.

## **82. Agenda Item 14- To receive and agree new Policies and Procedures**

### 14 a Standing Orders

Standing Orders had been revised, taking account of the Model Standing Orders produced by National Association of Local Councillors (NALC). The revisions incorporate reference to and/ or requirements of new legislation. In addition, the draft document incorporates reference to the responsibility to declare pecuniary interests as set out in the Localism Act as advised by NFDC Democratic Services.

**RESOLVED:** Proposed by Cllr Chilcott, Seconded by Cllr Herra to adopt the revised Standing Orders. This was unanimously agreed.

### 14b Grievance Procedure

This document sets out the procedure for an employee of the Council to raise a grievance. It is based on guidance by the Advisory Conciliation and Arbitration Service (ACAS). The aim is to settle grievances informally if possible, but failing that to have a clear procedure. Cllr Goodwin suggested that reference to SLCC was amplified for clarity.

**RESOLVED:** Proposed by Cllr Chilcott, Seconded by Cllr Herra that the Procedure is adopted, subject to amendment to the SLCC reference. This was unanimously agreed.

### 14c- Disciplinary Procedure

This document sets out the procedure for dealing matters of discipline with employees of the Council. AS with the Grievance Procedure, it is based on ACAS guidance. The Procedure has an informal and informal stage.

The Clerk pointed out a typographical error in item 6 last page which will be corrected. There will also be amplification of the reference to SLCC, as with the Grievance Procedure.

**RESOLVED:** Proposed by Cllr Herra, Seconded by Cllr Chilcott that the Procedure be adopted, subject to the amendments detailed above. This was unanimously agreed.

### 14d- Lengthsman's Scheme Procedure

The Procedure incorporates information from various sources:

Administrative procedures; Cluster Group details; Schedules extracted from the Lengthsman contract; notes of the meeting of the Cluster Group held on 14<sup>th</sup> June 2018. By drawing all this information together in one procedure there can now be clear process for identifying, conducting and paying for works in the parish.

Cllr Goodwin commented that he felt there should be a clear reference to work to inspect vulnerable watercourses under item 1 of the Procedure.

**RESOLVED:** Proposed Cllr Herra, Seconded Cllr Chilcott that the Procedure is adopted, subject to the amendment to refer to inspection of vulnerable watercourses under item 1. This was agreed unanimously.

## **83 Agenda Item 15- To receive grant application- St Mary's church, New Forest Disability and Citizens Advice Bureaux.**

St Mary's Church had made application for a grant to replace Hymn Books in the church. The Clerk referred to a briefing note from National Association of Local Councils (NALC), which refers to restrictions on parishes contributing to "affairs of the church". Hymn Books would fall within this category.

**RESOLVED:** Proposed Cllr Herra, Seconded Cllr Chilcott that the grant claim is refused, and a letter sent to explain the reasons. This was unanimously agreed.

New Forest Disability had made application for a grant to help fund a lift for access to their new offices. Cllr Goodwin reminded colleagues that Council Policy had been to primarily support local charities within the parish. It was unanimously agreed to refuse the application.

Citizens Advice Bureaux had applied for general financial support. However, their application had been incomplete in terms of information required by the Council. It was unanimously agreed to refuse the application.

#### **84 Agenda Item 16- Correspondence and Clerk's report**

The Clerk advised the following :

##### Correspondence

1. Temporary Road Closure Notice received - Pollards Moor Road, Copythorne between its junction with Winsor Road and its junction with A31 Romsey Road; A31 Romsey Road between its junction with Pollards Moor Road and the access to Copythorne Scout HQ (adjacent to St Mary's Church) -Friday 28th September 2018; 1930 hrs. to 1955 hrs.
2. Notification received from NFDC of Safer New Forest Conference at Brockenhurst College on 12 November from 8.30am to 4.45pm. Information available from Clerk. Any councillors interested please advise for booking.
3. Notification received from The New Forest National Park Authority that the next meeting of the Planning Committee will take place at 9:30am on Tuesday 18 September 2018 in the Council Chamber at Lymington Town Hall, Avenue Road, Lymington.

##### Clerks Report

1. NE Quadrant Meeting is on 13 September and will be held in the Danby Room at Minstead Hall. Agenda attached.
2. Copy August Beat Report attached.
3. The following Weekly Visual Play Park Inspection Training dates are available for Councillor training, as previously agreed. Training is half day proposed from 12:30pm- 4pm .We need to agree dates at this meeting. Dates available are: Friday 21st September ;28th September;5th October; 12th October. Following discussion, it was agreed to opt for 5<sup>th</sup> October for the Training
4. A request for estimates for winter maintenance work at Splitwind Pond has been sent out to two potential contractors. The estimates will be presented to Councillors at the October Council Meeting .

## **85 Agenda Item 17- Chairman's Report**

As there had been a summer break and no meetings the Chair had nothing to report. He did , however, applaud NFDC for arranging the Brockenhurst Conference that Cllr Andrews had referred to and may attend.

## **86. – Agenda Item 18 - Councillors Reports**

Cllr Mortimer has circulated notes from the New Forest National Park Consultative Panel which was held last Thursday. A new Housing Association was now involved in looking at sites to accommodate a minimum of 3 units.

The Environment Agency had given a presentation in March regarding the Bartley and Woodlands Flood Alleviation Scheme, where it was indicated that no funding would be available from the Environment Agency until 2020. Cllr Mortimer was thanked for raising this, but advised that the Environment Agency only deal with coastal works. It was agreed that Cllr Goodwin would follow this up directly with the Environment Agency.

With regard to the Clean Air Zone consultation being carried out by Southampton city council Cllr Mortimer had been advised that of the 3,500 responses approx. 20% had a New Forest postcode.

Cllr Herra referred to an article in the local paper concerning new signage for villages. The proposal is for this to be on the agenda for the next meeting. Cllr Herra asked that Telephone Boxes is also included as an item on the next agenda as there had been cases of boxes adopted by local authorities and converted into libraries.

Neighbourhood Watch had run the first of a programme of “Heart Start” training and another course is now available on 30<sup>th</sup> October at 7:30pm to 9:30pm. Anyone willing to attend should contact Jackie Rhodes ( contact details available from the Clerk).

Cllr Chilcott, being newly appointed had no report to give.

Cllr Goodwin reported that he is the applicant for a planning application that should come before the next meeting, 9th October, referenced 18/00709. Property address: 12 Pundle Green, SO40 2LG.

Referring to a date error on the Parish Council newsletter for August 2018, currently being displayed on our website Cllr Goodwin asked that this is replaced with a corrected copy.

The Chair was asked what is happening with respect to the PC “Logo” competition, and Cllr Lucas responded that the logo designs would be displayed at the forthcoming open event at the Parish Hall.

With regard to Cllr Goodwin's enquiry concerning the previous Chairman's desire to have a Chain of Office, the Chair said it was too early to consider that matter as he was only just elected today.

Cllr Goodwin indicated that he is still willing to repair the broken pain in the Parish Hall notice Board.

A parishioner has contacted the councillor regarding the excessive amount of weeds growing in the footpath adjacent to the road at the eastern end of Chinham Road, opposite where the new house is being built (Bartley Cross Farm). This is a very noticeable problem in many locations within the parish, for instance parts of Winsor Road between Pollards Moor Road and Pound Lane. He suggested that Hampshire County Council be contacted regarding “weed- control” on footpaths (that are not Rights of Way).

Cllr Goodwin reported that as agreed at the previous meeting he could commission Alex Catt to carry out the grass cutting at Splitwind Pond provided that the cost did not exceed £150

(ex VAT). This had been arranged and Cllr Goodwin will confirm when the work has been completed and inspected (by me). The cost has been confirmed as £145 (ex VAT).

Cllr Lady Kara Hawks advised that the hedge that needed cutting ( Junction of Old Romsey Road with Romsey Road) has now been cut .Cllr Lady Kara Hawks was concerned to see a container type structure at “Nuthooks” and another 2 doors down in the front garden which was unsightly. It was agreed that this should be reported to the HCC Enforcement Team.

**Action: Clerk to contact HCC Planning Enforcement Team regarding containers as described.**

**87. – Agenda Item 19 - Agenda Items for the Next Meeting**

ROW Inspection reports  
Signage for villages  
Telephone Boxes

**88. – Agenda Item 20 - To Confirm the date of the next meeting – Tuesday 9<sup>th</sup> October 2018 at Copythorne Parish Hall (Rear Extension)**

In the absence of any other public business the Chairman thanked those present for attending

The meeting then closed at 8.55pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_

*Following close of official business Cllr Lucas proposed a round of applause by way of thanks to Susan Brayley, the outgoing clerk for all her highly focussed and hard work behalf of the parish. The Councillors duly gave Susan Brayley a good round of applause!*