

## MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 13<sup>th</sup> November 2018 AT COPYTHORNE PARISH HALL (REAR EXTENSION)

**Present:** Councillor Simon Lucas ( Chairman), Councillors Steve Herra, Lady Kara Hawks, John Goodwin, Graham Chillcott, Sarah Coombs, Mike Moriarty.

**Also, in Attendance:** County Councillor Edward Heron, District Councillors Diane Andrews and Derek Tipp and 8 members of the public.

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

### **The Chair opened the meeting by making the following statement:**

We have two particular items on our agenda this evening- Item 11(Parish Noticeboards) and Item 13 (Defibrillator Box Codes), for which I am advised a further two reports (one for each item) have been prepared but not circulated either to Members of the Parish Council or to the Clerk.

Both Item 11 and Item 13 are decision reports concerning Parish Council Assets or Funding. I have discussed this with the Clerk and also checked the regulatory position and as a result have determined that Members of the Parish council will be considerably disadvantaged in discussion of the reports having not seen the two planned to be "tabled". Under our legal obligations, any decision reports must be distributed 3 clear working days in advance of the meeting to inform full discussion prior to decision at the meeting.

Therefore, my decision as the Chairman, is that I am withdrawing these two reports (Item 11 and Item 13) on this agenda and will place them on the agenda for December 11<sup>th</sup> Meeting. This will enable the two additional reports to be sent to the Clerk for review, I assume straight away, and for onward distribution to Members well in advance of the next meeting.

My recommendation, however, is that the two report authors work together to create a single report for each item or a report for each item with an appendix which captures the content of the second report in each case.

I apologise to any members of the public who have attended to specifically hear the discussion on either of these two reports.

The Chair added that the method of working together to create the reports would be determined outside of this meeting.

No comments or questions were allowed by the Chairman following this statement.

### **117. Agenda Item 1 – Apologies**

No apologies for absence had been received

### **118. Agenda Item 2- Councillors Declarations of Interest in items on the Agenda**

Cllrs Goodwin and Hawks declared a non-pecuniary interest in item 12 as members of the management team of Copythorne community Group.

### **119. Agenda Item 3- Public Session for Items on the Agenda**

A member of the public reported the poor state of the footpath along Pollards Moor Road by the cross roads which made access difficult along this main pedestrian route to the church.

- **Action: Parish Clerk to report this to Hampshire County Council**

A member of the public raised concern about a pile of rubble that has been on the verge outside 2 Hawthorne Cottages, Southampton Road, Cadnam which has been there for some time and which was being added to at various times. Cllr, Chillcott reported that he had asked the Clerk to check whether a licence to store this rubbish had been issued by the council, and after enquiry the Clerk confirmed that none had been issued.

- **Action: Parish Clerk to report this situation to Hampshire County Council**

A member of the public enquired whether any allotments existed in the parish. Formerly they had been situated behind the village school. It was confirmed at the meeting that the land had been sold so no allotments existed. The Clerk was asked to enquire what the Parish council needs to do if access to an allotment is requested.

- **Action: Clerk to make enquiries regarding regulations on provision of allotments.**

## **120 Agenda Item 4- County and District Councillors' Reports**

County Cllr Edward Heron:

- Talked about the Parish and Town Council Investment Fund which was launched on 10<sup>th</sup> November. This initiative aims to help deliver services for residents at a local level where the County Council is under pressure. Councillor Lucas attended the launch and will circulate a briefing note before the next meeting.
- Councillor Heron will follow up the enquiry regarding the fixed Speed Indicator Device (SID) within the Parish that still does not function effectively. He suggested that the District Council is consulted regarding increasing access to the portable SID.

District Cllr Tipp:

- Reported that the District Council had appointed a new Chief Planning Officer who would commence in early 2019.
- Talked about changes to Waste Recycling Centres in January 2020 - vehicles will only be permitted to use them if registered in the County. In advance of the introduction of this scheme a database would be built up so that an automatic vehicle recognition system could be used. There will be arrangements for registering on-site for those without internet access.
- NFDC are launching a Film Festival in June 2019 . Films are sought under 10 minutes in duration and related to one of 7 categories.
- The review of Leisure Centres had led to seeking expressions of interest to take on their management. This is now being pursued with Charitable Trusts and Not- For- Profit companies. The aim was to make savings of a further £400,000
- The Council is applying to the Government for funding to build more council Houses. Allocations Policy is also being reviewed to prioritise those most in need.

District Cllr Andrews:

- Reported that a Remembrance Day Service had been held at Appletree Court on 12<sup>th</sup> November.
- Had attended the Safer New Forest Conference, held at Brockenhurst College. The event had been very successful and was attended by over 200 professionals.
- NFDC had given up the use of all single use plastics at Appletree Court.
- A Task and Finish Group had been looking at Recreation Management Strategy.

## **121. Agenda Item 5 - Planning Applications; TPOs and Similar.**

### 121 (a) New Planning Applications

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

#### [18/11374](#) Shellbrook Cottage, Shelley Lane, Ower, Copythorne, SO51 6AS

- RESOLVED: Proposed Cllr Goodwin; 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.- The Council was concerned about the size of the proposed development, having taken into consideration the history of previous applications

#### [18/00702](#) Westward Cottage, Beechwood Road, Bartley, Southampton, SO40 2LP

- RESOLVED: Proposed Cllr Herra; Seconded Cllr Coombs; Unanimous vote in favour of the following: Response 2. 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.- If Permission is granted then it should be subject to the requirements of the Conservation Officer which must be enforced following approval.

**18/00727** Moulands Farm, Winsor Road, Winsor, Southampton, SO40 2HN

- **RESOLVED:** Proposed Cllr Goodwin; Seconded Cllr Herra; 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 -The Council raised no objections to the proposed plan

**18/00827** Pegasus, Barrow Hill Road, Copythorne, Southampton, SO40 2PH

Neighbours to the property were present at the meeting and were invited to give their views regarding the proposed plans. Several points were raised:

- The elevations will increase dramatically, and there will be an impact from the change from a bungalow to a chalet.
- With two additional windows proposed at the back of the house their garden would be overlooked.
- The proposed gable ends of the roof will obliterate their views
- Shadows will be cast on their drive way from the new roof.

The members of the public have not yet submitted their objections to the Planning Authority.

- **RESOLVED:** Proposed Cllr Herra; Seconded Cllr Chillcott; Split vote in favour of the following: Response 4. We recommend **REFUSAL:** for the reasons listed below. Five Cllrs in favour and two Cllrs abstained (Cllrs Coombs and Goodwin) -

Comments made by the neighbours of the property attended the Parish Council meeting and made a number of statements raising objections to the proposed plans

The Planning Officer Comments were noted regarding the impact upon the character and appearance of the conservation area along with potential loss of amenity to the neighbours.

**121(b) New Tree Work Applications**

**CONS/18/1050- The Old Post House, Winsor Road, Winsor, Southampton, SO40 2HE**

**Pollard 1 x Willow tree**

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

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

**123. Agenda Item 7 – Confirmation of the Minutes of the previous Parish Council Meeting (July).**

The draft minutes had been circulated prior to the meeting. The format of the minutes have been redesigned to make them more readable.

- **RESOLVED:** Proposed Cllr Chillcott; Seconded Cllr Coombs with all voting in favour of the Minutes being confirmed and accepted.

The Minutes were duly signed by the Chair.

**Matters arising from the Minutes:**

- Item 104 -Cllr Goodwin asked the Clerk to ensure that the full report associated with Planning Enforcement is available on the website (as stated in the minutes).
- Item 105 - The Clerk reported that she had reported weed control problems on footpaths.
- Item 111- Cllr Goodwin reported that the work on Splitwind Pond will be carried out on Thursday 15<sup>th</sup> November.

- Item 112- The Clerk had provided information regarding licences for charity collections to the First Responders.
- Item 113- Cllr Chillcott had invited Gareth Owen, to the meeting but he was unable to attend to discuss Trail Routes. However, he will be able to attend the January meeting
- Item 113 – The Clerk had responded to the Licensing application with an objection to a variation of premises licence for the Co-op, Southampton Road. The Licensing Officer had indicated that further information was required, but also that the terminal hour of the licence was not increasing (apart from Sunday). Given this clarification and in the absence of further evidence to produce to members at a hearing the objection had been withdrawn. However, the Clerk had written to the Licencing Officer to say that it would have been helpful on the original notification for the current licencing arrangements to have been made clear as the application appeared to constitute a major change, when it was in fact a minor change.

#### **124 Agenda Item 9- Telephone Boxes**

Cllr Chillcott had provided a report showing the current condition of the telephone boxes in the Parish. The Council needs to decide what to put inside the boxes and to ask local residents to adopt them for maintenance. A member of the public (Stuart Bullen-Jarvis), who has paint to use on the boxes, commented that the Winsor Lane box suffers from condensation, so it would not be appropriate to put books in this one. However, some laminated information e.g. regarding footpaths would be suitable. He indicated his willingness to act as a consultant to Cllr Chillcott.

- **RESOLVED:** Proposed by Cllr Herra and seconded by Cllr Coombs that as a first step the outside of the boxes should be cleaned up and painted. Second step would be to investigate the provision of laminated Footpath Information and History Society information and then to review the progress and decide the next step. The allocated budget of £200 was agreed to be released to Cllr Chillcott to enable this work to be implemented. This was unanimously agreed.

#### **125 Agenda Item 10 -Village Signs**

Cllr Herra had produced a map of potential locations of village signs- some replacements and some new. He was consulting Sarah Kelly, Landscape Officer at NFDC regarding the cost of the signs and this information would be put to the Finance Working Party and discussed as a budget allocation, to be proposed to the Council in December.

#### **126 Agenda Item 11- Notice Boards**

This item was withdrawn and will appear at a later meeting of the Council

#### **127 Agenda Item 12- Adoption of the Sports Wall and Basketball Net facilities at the Parish Hall**

Cllr Goodwin had prepared a report recommending adoption of the Sports Wall and Basketball net at the request of the Copythorne Community Group. Cllr Goodwin is currently Secretary to this Group. The group is currently managing its dissolution. The balance of funds (currently £544.42) would transfer to the Council to fund maintenance work. These items have been, since their construction, regularly inspected by the Parish Council.

Following the training session on the new children's play area at the Parish Hall on Friday 5th October a brief inspection of these facilities was carried out. The following items were noted on the basketball net/ backboard for attention:

- The basketball net needs to be replaced;
- A notice to be placed on the basketball backboard stating that users must remove jewellery and not hang from the net/ring, and
- Fixing bolt ends to rear of backboard need to be cut back to nuts to reduce the risk of injury.

The sports wall structure needs no attention but the ground area around needs repair as it now is very well worn. "Grasscrete" type mats were recommended.

- **RESOLVED:** Proposed by Cllr Herra and seconded by Cllr Chillcott that the Parish Council adopt the Sports Wall and Basketball Net with the transferred funds to be earmarked to use for maintenance of these facilities. Inspection of the facilities to be added to the Playground Inspection regime.

#### **128 Agenda Item 13- Defibrillator Boxes**

This item was withdrawn and will appear at a later meeting of the Council

#### **129 Agenda Item 14- Finance – To Receive and Agree Monthly Payment Schedule, Bank Reconciliation (September and October), Second Quarter Budget update.**

The Monthly Payment Schedule was agreed. Cheques and schedule were later signed by Cllrs Lucas and Cllr Herra. Bank Reconciliations for September and October and the Second Quarter Update were approved. The Clerk had developed a new form for on-line banking, which had been approved by the auditor. However, the introduction of on-line banking payment approvals should be introduced when dedicated Tablet devices were introduced for Councillors so that security was maintained. The Clerk will be pursuing the ability for read only access to online bank account summaries in advance of this.

#### **130 Agenda Item 15-Correspondence and Clerk's report**

The Clerk advised the following :

##### **Correspondence**

1. Letter dated 11 October 2018 from NFNPA Enforcement team regarding the concern registered by the Council regarding unauthorised development (Shipping containers) at Nuthooks House, Old Romsey Road, Cadnam. The letter acknowledged the complaint and confirmed that it would be investigated within 15 working days. The Council will be informed of the outcome of the investigation once completed.
2. NALC has published details of the Spring Conference 2019 which will be held at the Royal National Hotel, London on 11 February 2019. Further details are available from the Clerk
3. E-mail from the Office of the Police and Crime Commissioner (OPCC) for Hampshire. The Commissioner is required to prepare and publish a Community Remedy document for the area following consultation. The current Community Remedy document was endorsed on 20<sup>th</sup> October 2014 following a consultation exercise. It is now considered an appropriate time for the Commissioner to review the Community Remedy document.

This consultation process will enable the Police and Crime Commissioner to meaningfully consult with the public about the options available as part of the Community Remedy, seek to understand the best way to raise awareness and understanding of Out of Court Disposals more widely and assist Hampshire Constabulary to respond effectively and efficiently, thus building public confidence.

A link to the survey and further information can be found below:

<https://www.surveygizmo.eu/s3/90106793/Community-Remedy>

<https://www.hampshire-pcc.gov.uk/community-remedy>

The survey closes at the end of November 2018.

4. Letter from Hampshire Highways notifying Councils of changes to highways licences- From October 9<sup>th</sup> fees have been introduced for applications for banners, hanging baskets and decorative lighting. These fees have been introduced following a comprehensive review of costs involved in supplying each of their chargeable services. Current charges, e.g. for skips, hoarding, cranes, etc. have also been amended.

6. E-Mail received from Hampshire County Council to give notice of the next New Forest Passenger Transport Forum on Thursday 6 December 2018. This will be held at Pine Hall, Lyndhurst Community Centre, Main Car Park, Lyndhurst SO43 7NY from 2pm – 4pm. Agenda available from the Clerk.

7, News received from NFDC of the call for talent to enter The New Forest Film Festival 2019 -short film competition. The competition is looking for films of under ten minutes in seven categories, narrative, comedy, animation, horror, documentary, sci-fi, and music. Prizes will be given to all competition winners.

The festival itself is taking place over nine days from the 8 to 16 June 2019 with events throughout the district. The film competition closes for general categories on 12 May and for student film categories on 26 May. The winning films will be shown at the Festival's awards ceremony next year

### **Clerk's Report**

1. Dates for 2019/20 Council meetings are now published and will be distributed at the Council meeting and published on the website.
2. Certificates for Playground Inspection Training have now been received together with an inspection checklist . Operational Inspection is being arranged. The Chair reported damage to a bolt on an item of playground equipment which has now been repaired. He is pursuing the matter of a gate closer and the trip hazard next to the path.
3. The Finance Working Party met in October to explore issues related to the budget and to look at potential future projects, e.g. village signage, notice boards. A further meeting of the Working Party will be held in late November and a full report will be presented to the December meeting of the Parish Council, including a recommendation of the proposed Precept request.
4. Temporary Events notice for 8<sup>th</sup> December 2018, Bartley Church of England Junior School, , Winsor Road, Winsor, Southampton, SO40 2HR Christmas Fair for the sale of alcohol between the hours of 11:00 and 14:00
5. The Clerk has reported damage to one of the salt bins in the parish to HCC and has requested that it is moved to an alternative location for easier access.
6. Copy of the October Beat Report is attached.

### **131 Agenda Item 16-. Chairman's Report**

The Chair had attended the HALC Annual General Meeting where the announcement of the Parish and Town Council Investment Fund grant was made. The new President of HALC is John Denham who presented a talk on Localism. There was also a presentation from the Police and Crime Commissioner. A summary of the presentations made will be circulated by the Clerk.

### **132 Item 17. Councillors Reports**

Cllr Moriarty had attended the New Forest Non Native Plant Project Forum. Balsam pulling volunteers were needed for May/June next year.

Cllr Herra had nothing to report.

Cllr Chillcott also attended the Non Native Plant Project Forum and is already a volunteer for pulling Balsam. Japanese Knotweed had also been discussed. The Chair suggested mentioning the need for volunteers in the

newsletter and again next February/March. Cllr Chillcott had also followed up discussions with Gareth Owen regarding Parish Trails.

Cllr Lady Kara Hawks reinforced the problem of Japanese Knotweed and said that the person treating hers had advised not to cut it, but to leave it to be sprayed by an expert intact.

Cllr Goodwin confirmed that Splitwind Pond – Winter works is programmed for Thursday 15th November.

He reported that a parishioner has reported, following Sunday's Remembrance Parade, the very poor state of the footpath, due to it being covered in leaves and the adjacent hedge from Soffe Timber Yard in Pollards Moor Road to the Pumping Station near Romsey Road. People had to walk in the road. This is a main pedestrian route for the Church and School. He asked for something to be done to address this. (This is the same issue as reported in minute 119 above).

Another parishioner has reported that the bridge on bridleway 502 is "not fit for purpose", i.e. for a horse rider to cross! Cllr Goodwin requested that this is addressed.

- **Action: Clerk to report these matters to Hampshire County Council.**

Cllr Goodwin attended Lymington Town Hall on 13<sup>th</sup> November 1, as a member of the public, the examination of the New Forest National Park Local Plan. Under examination by the inspectors was Matter 10 – Housing site allocations.

### **133 Item 18. Agenda Items for the Next Meeting**

**Potential items to be considered for the next agenda were as follows:**

- The two items deferred from today's meeting – Item 11 Notice Boards and Item 13 Defibrillator Boxes.
- Meeting Document Protocols
- Forthcoming Parish Council Elections
- Lengthsman's tasks related to Flooding
- HALC training for Councillors

### **134 Item 19. To Confirm the next meeting**

The next meeting of the Parish Council will take place on 11th December 2018 at Copythorne Parish Hall (Rear Extension).

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

- The meeting closed at 9:00pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_

#### **Post script**

***The Chair wishes to place on record the amazing Remembrance Service and wreath laying at Copythorne St Mary's Church on Sunday which he attended on behalf of the Parish Council. A very moving and incredibly well-attended event.***