

**MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 9<sup>th</sup> October 2018 AT COPYTHORNE PARISH HALL (REAR EXTENSION)**

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

**Also, in Attendance:** District Councillors Diane Andrews and Les Puttock and 5 members of the public.

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

**89. Agenda Item 1 – Apologies**

Apologies were received from Cllr Steve Herra, Cllr Mike Moriarty and Cllr Derek Tipp

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

- Cllr Goodwin declared an interest in Planning Application 18/00709 on the agenda.
- Cllr Lucas declared an interest in Tree Works application CONS/18/0877

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

No items were registered

**101. Agenda Item 4- County and District Councillors' Reports**

District Cllr Andrews:

- Talked about the excellent work that the District Council CCTV team are doing, especially in the recent rampage of three youths through Lymington. It was the CCTV team that spotted and then guided the police to the youths and were able to apprehend them once they had been removed from the roof of a building.
- Tickets for the Safer New Forest conference on 12th November have been snapped up by professionals. It has an excellent programme including a session on the effects of addiction in children to gaming.
- Next year's NFDC budgets for Grants has been pulled into one pot and as a result of overall NFDC cuts, will probably be reduced by a third causing an inevitable knock on effect to the many charities the council supports, including Citizens advice New Forest and Community First New Forest.

District Cllr Puttock:

- Talked about Housing Development and expressed concerns at the impact of the Large scale housing development proposed over the next 20 years in the New Forest area, He said that road layouts would need to be reviewed carefully to avoid making travel more difficult for local residents.

**102. Agenda Item 9 (brought forward to this point in the agenda)-Pecuniary Interest Procedure**

Cllr Goodwin suggested to the Chair that this item should be moved up the agenda and resolved prior to Planning Applications being considered. This was agreed.

- The Clerk explained that revisions to Standing Orders which had been agreed at the September meeting included clarification of the responsibilities of Councillors to

declare Pecuniary Interests. This proposed procedure set out the process by which the Council could ensure that Standing Orders were observed clearly.

- Cllr Goodwin suggested that reference to “themselves” is revised to read “them self”.
- **RESOLVED:** Subject to this amendment, adoption of the procedure was proposed by Cllr Chillcott and seconded by Cllr Coombs.

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

#### 103 (a) New Planning Applications

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

#### 18/00694- Detached double garage- Little Orchard, Southampton Road, Cadnam, Southampton, SO40 2NB

- **RESOLVED:** Proposed Cllr Coombs; Seconded Cllr Chillcott; Unanimous vote in favour of the following: - Response 3. We recommend PERMISSION for the following reasons - The Councillors are happy with the proposed location of the garage

#### 18/00714 -Single Storey Side Extension; flue -Littlecot House, White Hart Lane, Cadnam, Southampton, SO40 2NJ

- **RESOLVED:** Proposed Cllr Goodwin; Seconded Cllr Coombs; Unanimous vote in favour of the following: - Response 3. We recommend PERMISSION for the following reasons listed below - The Councillors are happy with the proposed plans

#### 18/00709- Two storey side extension; rooflight; detached garage-12 Pundle Green, Bartley, Southampton, SO40 2LG

- Cllr Goodwin, having declared an interest in this proposal, moved to the public area while the plans were discussed, and prior to the vote being taken he left the room in accordance with the Pecuniary Interest Procedure.
- **RESOLVED:** Proposed Cllr Coombs; Seconded Cllr Chillcott; Unanimous vote in favour of the following: - Response 3. We recommend PERMISSION for the following reasons listed below - The Councillors were pleased to see that the plan has taken account of the neighbours requests.

#### 18/00726- Two storey rear extension- Southcote, Southampton Road, Cadnam, Southampton, SO40 2NF

- **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. The National Park Authority will be able to put a legal condition into the planning permission to ensure that either one or the other of the approved consents would be implemented, not both

#### 103(b) New Tree Work Applications

#### CONS/18/0873 – By Barrow, Barrow Hill Road, Copythorne, Southampton, SO40 2PH Prune 1 x Oak tree

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

#### CONS/18/0877- The Corner Cottage, Winsor Road, Winsor, Southampton, SO40 2HE Prune 1 x Ash tree, Fell 1 x Spruce tree

- Cllr Lucas having declared an interest in this proposal moved to the public area while the proposal was discussed, and prior to the vote being taken he left the room in accordance with the Pecuniary Interest Procedure. The clerk took the Chair for this item.
- **RESOLVED:** Unanimous vote in favour of – Leave decision to Tree Officer

CONS/18/0956- Whitemoor Pines, Whitemoor Lane, Winsor, Southampton, SO40 2HD  
Prune 1 x Oak tree Fell 1 x Oak tree

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

CONS/18/0954 -Friedburg, Chinham Road, Bartley, Southampton, SO40 2LF  
Prune 1 x Oak tree

- The Councillors questioned whether this is really necessary as it would have been looked at as part of the planning application as this is a new property.
- **RESOLVED:** Unanimous vote in favour of – Leave decision to Tree Officer

#### **104 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.

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

The draft minutes had been circulated prior to the meeting. A number of typographical errors were noted and corrections will be made to the final document.

**RESOLVED:** Proposed Cllr Chillcott; Seconded Cllr Coombs with all voting in favour of the Minutes being confirmed and accepted, subject to the corrections identified.

The Minutes were duly signed by the Chair.

#### **Matters arising from the Minutes:**

- Item 74 - Cllr Goodwin asked if the e-mail regarding the speed sign had been sent. Cllr Andrews confirmed that the sign is now working.
- Item 76 and 78 - Cllr Goodwin suggested a consistent approach is adopted to posting documents related to the minutes on the website.
- Item 79 – The Parish Hall Management Committee Constitution had been checked by the Chair to see what places were allocated to the Parish Council. Cllr Lucas said that since he had moved into the Parish Council Chair position on the Committee there was a co-opted member place now free, but it was for the Parish Hall Committee to decide who they wished to fill this. There is nothing in the Constitution that requires this to be a representative from the Parish Council. He would be advised at their next meeting what the outcome is.
- Item 80- The Clerk had reissued a schedule for Rights of Way Inspection reports; The Clerk has sent a letter to the landowner of Holly Farm regarding a damaged fence; The missing sign on Footpath 15 has been reported to HCC; The date error on the August newsletter on the website will be reviewed;

- The Parish Hall noticeboard pane has been replaced;
- The concerns regarding shipping containers have been reported to the National Park Authority.
- The reporting of the need for weed control on parish footpaths remains as an item to follow up.
- **Action: Parish Clerk to report weed control problem on footpaths within the parish.**

#### **106 Agenda Item 8-To Receive and Agree Monthly Payment Schedule and Bank Reconciliation.**

The Monthly Payment Schedule was agreed. Cheques and schedule were signed by Cllrs Lucas and Cllr Goodwin. Cllr Goodwin suggested that an extra column is added to the Payment Schedule to show VAT.

The Clerk advised the meeting that the bank statement for September had not arrived and therefore she had been unable to complete the Bank Reconciliation and the report of the Second quarter of the Budget. It was suggested that these are completed on arrival of the statements and that they are presented to the Finance Working Party in October who can, subject to their agreement, make a proposal that they are approved to the November meeting of the Parish Council. This was agreed. The Clerk pointed out that if the Parish Council had an on-line bank account then there would be no delay to accessing financial information and payments could be made on-line. The Auditor had been consulted about this suggestion and he had reported that a number of Parish Councils did use on-line banking.

- **RESOLVED:** Proposed by Cllr Chillcott and seconded by Cllr Goodwin that a procedure for on-line banking and appropriate sign-off pro-forma be prepared, in consultation with the auditor and then presented to the Council for approval as preparation for moving to an on-line banking account. This was agreed unanimously.

#### **107 Agenda Item 10 - Rights of Way Inspection Reports**

Cllr Lucas provided the Clerk with his inspection reports and Cllr Coombs will send hers by e-mail.

Now that all the inspections had been completed Footpaths 2 and 9 were identified as requiring attention by Hampshire County Council and this will be notified to HCC by the Clerk.

#### **108 Agenda Item 11- Telephone Boxes**

There are three Telephone Boxes on the Council's Asset Register, but a decision on what use is to be made of them is pending. The Chair said that a lead Councillor is needed to take this project forward. Cllr Chillcott agreed to take the lead on this matter and he will develop proposals and an Action Plan for the next meeting.

- **Action : Clerk to advise Cllr Chillcott the budget allocation for telephone boxes.**

#### **109 Agenda Item 12 – Village Signage**

Cllr Herra had asked for this item to be put on the agenda following an article in the local paper about new signage at Landford. The Clerk had been in contact with Sarah Kelly, Landscape Officer for the National Park Authority to find out more about this initiative.

Landford had replaced 3 signs and had a new sign added. The Landscape Officer had worked with the designers and suppliers of the signs, whilst the Parish had found a local contractor to supply the wooden fence posts and install the signs. Each sign cost approx. £500. The NPA had contributed £1000 and the Parish Council had contributed the balance. The total cost of the project had been £1,823.30 (incl. VAT).

Cllr Goodwin asked how many signs would be needed in Copythorne Parish given that it consisted of several villages. There could be as many as 10 signs required for access points throughout the Parish. Some may need to be double sided. It was suggested that Cllr Herra look at a map and work out how many signs would be required and that he uses this to clarify his thinking on this proposed project prior to the meeting of the Finance Working Party who would be considering future budget allocation proposals.

- **Action: Cllr Herra to consider the detail of a proposed village signs project.**

### **110 Agenda Item 13- Logo Competition**

Cllr Lucas reported the results of the Logo Competition as votes had been cast during the Parish Hall Community Drop-In event on the 15<sup>th</sup> September, and attendees were invited to vote on a preferred logo.

A total of 42 votes were cast as follows, with entries voted as follows:

Entry 1 - 5 votes; Entry 2 - 11 votes; Entry 3 - 12 votes

However, the most votes (14) were cast in favour of No Change to the use of the present logo. While this was not presented as a voting option, it was clear that many people have a fondness for the current logo and feel it should remain. However, several people suggested that it might benefit from a 'refresh' of the existing design.

- **RESOLVED:** Proposed by Cllr Chillcott and seconded by Cllr Coombs that the Council retain the current logo, but also to undertake a 'refresh' of it to improve the overall design. Unanimously agreed.

Councillors expressed their sincerest thanks to all those who took the time, great care and use of their artistic skills in producing their submission.

### **111 Agenda Item 14- Splitwind Pond Estimates**

The Clerk reported that she had received two quotations for work to Splitwind Pond- one of £350 + VAT from the Lengthsman and one of £240 + VAT from Catt Tree Care.

- **RESOLVED:** Proposed by Cllr Goodwin and seconded by Cllr Chillcott that Catts Tree Care is engaged to complete the work. This was agreed unanimously. The Clerk will advise the contractor that the quote has been accepted and Cllr Goodwin will liaise with them regarding the work.

### **112 Agenda Item 15- First Responders**

Diane Heatley and Sylvie Atkinson from the **Cadnam Community First Responders (CFR)** were in attendance at the meeting and gave a presentation about the work of the group. Working on a voluntary basis, the five members of our Cadnam Community team operate within the auspices of the NHS South Central Ambulance Service Foundation Trust SCAS. Volunteers are trained to deliver life-saving skills and volunteers are required to volunteer a minimum of 20 hours per month. The number of volunteers needs building up and they need to fund raise to supply new volunteers with equipment.

The Chair said that an article can be put in the newsletter to publicise the group and suggested that they consider developing a website to publicise their work to the general public. Collection of money locally would require a licence and the Clerk will clarify for the volunteers how to apply.

- **Action: Clerk to enquire of NFDC regarding licencing process**

### 113 Agenda Item 16- Correspondence and Clerk's report

The Clerk advised the following :

#### Correspondence

- **From New Forest National Park Authority- Notice of the Examination of the New Forest National Park Local Plan 2016 – 2036.** Hearing sessions are to be held on Tuesday 6 November 2018 to Friday 9 November 2018; and Tuesday 13 November to Thursday 15 November 2018 in the Council Chamber, Lymington Town Hall, Avenue Road, Lymington, Hampshire, SO41 9ZG. The hearing sessions will commence at 9.30am each morning. The Authority has also published information on its website about the submitted Local Plan, the supporting evidence base and the examination process at <http://www.newforestnpa.gov.uk/planning/local-plan>
- **Notification from New Forest National Park Authority** that the next NE Quadrant Meeting will be held on 23 January 2019 at 7.30pm at Netley Marsh Community Hall, Woodlands Road, SO40 7GE
- **Confirmation from HALC of their AGM** to be held at the Holiday Inn, Winchester, 9:00am – 13:00pm on 10<sup>th</sup> November 2018. Further information from the Parish Clerk.
- **An e-mail had been received from Gareth Owen, Project Officer for the Historic Route and Past Pathways Project**, part of the Our Past, Our Future Landscape Partnership Scheme lead by the New Forest National Park Authority and funded by the Heritage Lottery Fund. <http://www.newforestnpa.gov.uk/conservation/landscape-partnership/projects/historic-routes-past-pathways/> This project aims to create five new self-guided walks using the Rights of Way in the New Forest National Park. Gareth is keen to gain Councillor involvement and input in the project. During initial research and recent trail development 21 suggested trail routes have been drafted in 19 parishes. Gareth is asking if there are any PC members willing and able to act as a point of contact, able to review suggested trail/s in the parish and offer feedback, comment and input as initial trail ideas are developed. The new trails will benefit from some route improvement, enhanced signage & information and, it is hoped, local residents leading guided walks along them. The end goal by December 2019 is to have produced five new 'self-guided' trails, on existing rights of way, across the New Forest National Park. Volunteers to be involved are now sought . Cllr Chillcott volunteered to be involved and will contact Gareth and invite him to the November meeting to present the project .
- **Action: Cllr Chillcott to follow this up**

- **Notification from HALC of the results for the 2018 Hampshire Village of the Year competition.**
- **Notification from NFDC of an application received by the Licensing Authority** for a Variation of Premises Licence for Co Op, Forest House, Southampton Road, Bartley, Southampton, SO40 2NA to permit sales of alcohol 06:00hrs to 23:00hrs, Monday to Sunday.  
Councillors unanimously said that they were unhappy with the proposal as it was not conducive to good public order having such extended hours of sales of alcohol. The Clerk will provide this feedback to the Licensing Authority.
- ***Action: Clerk to provide response to NFDC Licensing***
- **Invitation from New Forest Association of Local Councils to attend the General Meeting of The NFALC** On Thursday 18 October 2018 At 7.00pm In The Council Chamber, Appletree Court, Lyndhurst SO43 7PA.(Agenda attached). Cllr Mike Evans, Chairman of HALC will be in attendance and will speak about the Town and Parish sector. The Clerk asked Councillors to confirm if they intend to attend.

### Clerks Report

- Copy of the September **Beat Report** was attached
- **A letter to the landowner of Holly Farm** was sent out by the Clerk to make him aware of damage to the wire fence adjacent to the footpath which runs between Pound Lane and Barrow Hill Road. The response from the landowner was that the field is rented to a third party and that they had recently been advised of the damage to the fence.
- **Playground Visual Inspection Training** was held on Friday 5<sup>th</sup> October and was attended by Cllrs Lucas, Herra, Moriarty, Chilcott and Goodwin , and the Parish Clerk /RFO.A schedule of visual inspections will be produced, and a decision made regarding the frequency of Operational Inspections

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

- The Chair referred to the Playground Inspection Training which was attended by five Councillors and the Parish Clerk. An Inspection rota will be drawn up.
- Whilst posting the recent Agenda the Chair had spent a lot of time cleaning up the notice boards. At the next meeting he will make recommendations about management of the notice boards.

As the time had reached 21:00 hours Standing Orders were suspended at this point in the meeting

### **114 Agenda Item 18 - Councillors Reports**

- Lady Kara Hawks said that she had been asked to report car parking at the bus stop on the corner of the Old Romsey Road/ Romsey Road junction. This practice restricted visibility for cars turning out into the junction.

**Action: Clerk to check notes from previous minutes regarding this matter and report it to HCC Highways**

- Cllr Goodwin reported that he had not been able to attend the Quadrant meeting .He raised concern about accuracy of the Parish website and the Parish Clerk said that she intends to check the website and arrange for amendments as necessary. Cllr Goodwin reported that he had opened the defibrillator cabinet at the Parish Hall for a Heart start Training session to allow access to the cabinet. He asked if the Council wished to change current arrangements on giving access to this equipment to others and if so, could this be added as an agenda item for the next meeting .

- Cllr Chillcott had nothing further to report.

**115 Agenda Item 19 - Agenda Items for the Next Meeting**

- Finance Working Part report on budget projections
- Telephone Boxes
- Project Officer for the Historic Route and Past Pathways Project
- Management of Parish Notice Boards
- Defibrillator access.

**116 Agenda Item 20 - To Confirm the date of the next meeting – Tuesday 13<sup>th</sup> November 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 9:10pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_