

## MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 11<sup>th</sup> December 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:** District Councillors Diane Andrews and Derek Tipp and 6 members of the public.

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

### 135. Agenda Item 1 – Apologies

No apologies for absence had been received

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

No declarations of interests were made.

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

A member of the public asked whether the Council's 6 point criteria still stands in relation to affordable housing development. The Chair responded by saying that the criteria have not changed but that Natural England had applied a criteria of a buffer zone of land within 400 metres of the SPA.

***[Post script – subsequent to the meeting information was received regarding the way in which planning is now dealt with at screening stage. This changes the position regarding the 400m buffer zone. This will be explained in more detail at the next meeting under Matters Arising.]***

### 138 Agenda Item 4- County and District Councillors' Reports

District Cllr Tipp:

- Reported that the NFDC had adopted a new Housing Strategy which included building more houses and changing allocation policy.
- The Council had approached not for profit enterprises to enter into partnerships to run Leisure Centres. Buildings would still be the responsibility of NFDC.
- A special meeting of the cabinet had discussed Air Quality and was committed to using various means to reduce pollution. Southampton City Council will be deciding their policy on this matter in January following a public consultation exercise. Results of the survey are on the NFDC website

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

#### **139 (a) New Planning Applications**

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

#### **18/00847** Nettall, New Inn Road, Bartley, SO40 2LR

- RESOLVED: Proposed Cllr Coombs; Seconded Cllr Herra; Unanimous vote in favour of the following: Response 3. We recommend PERMISSION: for the reasons listed below –

The Council raised no objections to the proposed plan

#### **139 (b)- Appeal**

An Appeal has been made concerning land adjacent to Paddock View, Pollards Moor Road, SO40 2NZ and representations must be received by 17<sup>th</sup> December 2018.

The Council discussed this Appeal and resolved to reinforce the original objections made by the Council when planning permission was sought.

It was noted by several Councillors that further building work is being carried out on this land. .

- **Action: Cllr Goodwin to send a draft statement for submission for the appeal and to clarify the apparent new breach of planning to the Clerk . The Clerk to report this to NFNPA.**

**Tree works:**

TPO/18/1134- 2 Orchard Court, Romsey Road, Cadnam

It was agreed that the feedback that should be given was a request that as much is done to retain the character of the tree as possible.

CONS/18/1225

Discussion regarding this application was deferred to the next meeting

**140 Agenda Item 6 – Planning; Enforcement and Tree Work Decisions and Updates**

The Clerk presented a document summarising latest information re Planning; Enforcement and Tree Work Decisions and Updates.

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

The draft minutes had been circulated prior to the meeting.

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

The Minutes were duly signed by the Chair.

**142 Agenda Item 8 - Matters arising from the Minutes:**

- Item 119 – The Clerk has reported the state of the footpath in Pollards Moor Road to HCC and the pile of rubbish on the verge outside 2 Hawthorne cottages to NFDC.  
The Clerk reported that she had established that under the Small Holdings and Allotments Act 1908, the Council had a duty to provide allotments in its area if 6 residents on the electoral register or liable to pay Council Tax made written representation to the Council. There is no time limit for provision once it has been established that there is a demand.
- Item 131- Cllr Lucas has requested a different format from HALC for the presentation and will pass this to the Clerk to circulate.
- Item 132-The Clerk needs more information about the bridge on the bridleway in order to report it.
- **Action- Cllr Coombs to provide the Clerk with information and picture of the bridge.**

**143 Agenda Item 9- Document Protocol**

The Clerk had produced a Flow Chart and Protocol to ensure the effective administration of documents for meetings.

Cllr Goodwin made a number of suggestions for amendments to the documents. Cllr Chillcott suggested a feedback line is added to the process from the third box back to the initiator.

- **RESOLVED:** Proposed by Cllr Goodwin and seconded by Cllr Chillcott that, subject to amendments made as discussed above and republishing the final version, the Protocol and Flow Chart should be adopted. This was unanimously agreed.

**144 Agenda Item 10- Forward Planning**

The Chair said that the next two reports were linked in that both were related to planning ahead and identifying priorities.

#### **144(a) Proposed 2019/20 Budget and Precept Request.**

The Chair introduced the report and three Appendices which were the detailed workings for Budget Projection for 2019/20, the Background Papers to the workings and proposed Designated Reserves.

Two significant expenses for the coming year had been included in the workings:

Election Expenses for the May Elections- The expected expenses had been indicated to the Clerk by NFDC. Reserves of £2,500 had been built up to account for this expense. However, it was proposed that £500 is retained in reserves as a prudent measure in case of a Casual Vacancy.

Paperless Council project – A proposal will be developed to reduce operating costs over time and to reduce paperwork by equipping councillors with tablet devices to receive reports and agendas electronically. Initial enquiries by the Clerk about costs had provided the working figure, but a detailed proposal would be set before the Council. Should the proposal be accepted the budget provision would allow this project to proceed in the next financial year.

The Speedwatch device would require replacement within 3-4 years and a reserve would need to be built up again from next year to allocate to this expense.

The Council had acquired the new playground as an asset and this had consequential maintenance costs.

The proposed Reserves could be adjusted if priorities changed within the year. Actual spend against the budget would be subject to thorough investigation of costs and proposals being put forward to the Council for approval.

Cllr Lucas summarised that the proposed Precept request of £20,924 would amount to an increase of £1.79 pa on a band D property, 0.99p per registered elector per annum. This £9.21 per head (based on an electoral size of 2273 persons) would be a 12% rise on the current year. The Chair drew attention to the current amount per head in neighbouring parishes: Bramshaw: £12.59 per head; Wellow: £23.72 per head ;Minstead £17.04 per head.

- **RESOLVED:** Proposed by Cllr Herra and seconded by Cllr Coombs that the Council agree the proposed budget and precept Request for 2019/20.

#### **Votes:**

**In favour -Cllr Coombs, Cllr Lucas, Cllr Herra, Cllr Chillcott**

**Against- Cllr Goodwin**

**Abstentions- Cllr Moriarty, Cllr Hawks**

#### **144(b) Proposal for a Forward Planning process**

The report presented to the Council recommended the development of a 5 year Local Plan to be produced for consultation at the Annual Parish Meeting. This would be timely for the new Council to finalise following their election in May 2019.

It was proposed :

1. That a suitable group is convened to commence initial work on a high level draft of a Local 5 year Plan;
2. That the Finance Working Party is the core of that group, but with any other Councillors joining if they so wish;
3. That an initial high level draft is brought to the March 2019 meeting of the Parish Council for consideration and interim approval;
4. That the document is then presented at the Annual Parish Meeting in later March for consideration by the community members attending and that a consultation then commences from that date on the ideas in the draft high level Plan with an invitation to the community to put forward any of their own ideas and priorities for consideration.

5. That the working group then continues on development of the Plan using and where appropriate incorporating community input with a view to a full draft Plan being prepared for the end of April 2019. This Plan can then be taken to the new incoming Parish Council after the May elections for final review.

6. Subject to the review, the expectation that the Plan can be in place to inform the future work of the new Parish Council from September 2019 – i.e. in time for the start of the new budget setting process for 2020-2021.

- **RESOLVED:** Proposed by Cllr Chillcott and seconded by Cllr Herra that the Council endorse this development and adopts the resolutions.

**In favour- Cllr Herra, Cllr Coombs, Cllr Chillcott, Cllr Lucas**

**Against – none**

**Abstentions- Cllr Moriarty, Cllr Goodwin, Cllr Hawks**

#### **145 Agenda Item 11- Annual Parish Meeting**

The report highlights the need for preparations for the Annual Parish Meeting and proposed that any ideas which Parish Councillors may have for items for the APM should be forwarded to the Clerk over the next few weeks so that a suggested agenda could be presented to the Council at the January meeting..

Cllr Hawks raised the issues of Community Awards and the Chair said that any suggestions for an award should also be sent to the Clerk.

#### **146 Agenda Item 12- Finance – To Receive and Agree Monthly Payment Schedule and Bank Reconciliation**

The Monthly Payment Schedule was agreed .Cheques and schedule were later signed by Cllrs Lucas and Cllr Herra. Bank Reconciliation for November was approved.

#### **147 Agenda Item 13-Correspondence and Clerk's report**

**N.B. Standing Orders were suspended at this point in the meeting as the time was 9:00pm**

The Clerk advised the following :

##### **Correspondence**

1. Letter from the Secretary of the Copythorne Community Group, referring to the resolution of the Council to adopt the Sports Wall and Basketball Net facilities at Copythorne Parish Hall. The Group intends to dissolve and its remaining funds, amounting to £544.42, will be passed to the Parish Council for them to undertake various works as specified in the report presented to the Parish Council.

The letter stated that an extraordinary meeting of the Group will be called to finally approve this matter and to confirm that the Parish Hall Management Committee has no objection to this proposal.

2. Letter from NFNP regarding the report made by the Parish Clerk on behalf of the Council concerning a shipping container at Nuthooks House, Old Romsey Road, Cadnam. The Planning Officer has visited the site and corresponded with the occupiers. The occupier has agreed that the container located in the front garden will be removed although they are trying to sell it. The Planning Officer will revisit next month and will review the situation. The shipping container at Orchard Cottage, Old Romsey Road has also been reported and is being investigated.
3. E-Mail from HCC referring to my recent enquiry regarding parking on the slip road of the Old Romsey Road and Romsey Road. The e-mail notified me that the enquiry has been passed to NFDC as they act as agents for local traffic management and deal with matters relating to parking.
4. E-Mail from Hampshire Highways regarding our recent weed spraying enquiry. The e-mail stated that Hampshire Highway's current arrangement for the treating of weeds on the highway is to make one visit

per year to treat any weeds that are present at the time of the visit. They state that they "do not undertake to maintain a weed-free environment, only to control the growth of weeds upon the highway. This arrangement of one cut per year was determined following a public consultation on how best to spend the limited funds available to our department following recent central government budget cuts. At this time there is no intention for us to carry out a second treatment here".

5. Letter from NFDC regarding **2019/2020 Precepting Arrangements with** a precept claim form for the financial year 2019/20 to be completed and returned by 14 January 2019
6. E-mail from **Beverley Harding-Rennie** the new Rural Housing Enabler working within the New Forest as part of HARA (Hampshire Alliance for Rural Affordable Housing). The New Forest National Park Authority did not put forward any sites for allocation at Copythorne in the recent local plan examination and since the last discussions between the Parish Council and HARA, English Rural have continued to work with the landowner of site 5, The Haywain, to see if the landowner would be prepared to sell the site at rural exception site land values so that a small scheme of 10 affordable rented homes could be delivered. There are currently 31 households on the Local Authority housing register with a local connection to Copythorne Parish.

HARA (Ms Harding-Rennie, NFDC, NFNPA and English Rural) would like the opportunity to come and attend a Parish Council meeting to discuss the provision of rural affordable housing in Copythorne and the current proposal for a scheme of affordable rented homes to the rear of The Haywain (site 5).

### Clerk's Report

1. The Parish Clerk was notified that the Council Website states that "*There will be public participation sessions at the start of proceedings (7 pm prompt) when residents may make statements or ask questions about any matter affecting the Parish*" This statement contradicts the agenda which clearly stated that the public session is a "Public Session for Items on the Agenda". Standing Orders state that "*members of the public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*" Councillors views are sought as to which approach should be taken. Should the proposal be to amend Standing Orders then a formal proposal is required.
2. On reviewing the Insurance Policy in preparation for budget forecast for next year it became apparent that the policy cover was insufficient to cover all items on the updated Asset Register. The policy has now been adjusted effective 15th November 2019 to increase the Street Furniture sum insured by £5,170.00 to a new total of £14,827.00 to align the policy with the Council's asset register. The annual additional premium due for this alteration is £15.85, including Insurance Premium Tax (IPT), which has increased the Council's future annual premium payable to £491.37, including IPT. However, there is no pro-rata premium payable until the next renewal date of the policy on 9th June 2019.
3. Copy of the November Beat Report attached.

It was proposed that the Clerk produce a report with proposed changes related to Standing Orders in connection with item 1 in the Clerk's report.

### **148 Agenda Item 14 - Chairman's Report**

The Chair remarked that the Playground Inspection rota was under way. He will carry out a number of minor repairs next week. Information regarding the gate closer is expected to arrive shortly as a company has been located that supplies thin closers. A mat for the trip hazard surface is also being procured.

### **149 Item 15 - Councillors Reports**

Cllr Moriarty had circulated at the meeting the Transport Sub- Committee notes and the National Park Consultative Panel notes.

Cllr Herra had nothing to report.

Cllr Chillcott asked the Clerk if she could confirm with Gareth Owen that he will attend the next meeting regarding Parish Trails.

Cllr Lady Kara Hawks said that she had received an invitation to attend a talk and question/ answer session on non-native invasive plants in January. Cllr Hawks will let the Clerk know the date so that she can advise all councillors.

Cllr Goodwin had nothing to report.

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

No suggestions were made

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

The next meeting of the Parish Council will take place on 8th January 2019 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 9:07pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_