



DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7.00 PM ON TUESDAY 14th MAY 2019 AT COPYTHORNE PARISH HALL (REAR EXTENSION)

Members present: Cllr. Graham Chillcott; Cllr John Goodwin; Cllr Lady Kara Hawks;
Cllr. Steve Herra; Cllr. Simon Lucas; Cllr Sylvia Wiggins

In attendance: David Rigby – Clerk/R.F.O.

By invitation: Dist. Cllr. Joe Reilly Dist. Cllr. Mrs. Diane Andrews

4 members of the public were present.

STANDARD AGENDA ITEMS

231/19 Apologies

Dist. Cllr. Derek Tipp

232/19 Councillors to sign Declarations of Acceptance of Office

All six members of the council signed their individual Declarations in the presence of the Clerk and were issued with the Council's "Code of Conduct" by the Clerk.

233/19 To elect the Chairman of the Council and for the Chair to confirm acceptance of Office

Clerk invited nominations from the members present. Cllr. Lucas was proposed by Cllr. Herra & seconded by Cllr. Wiggins (no other nominations received). Cllr. Lucas was elected (5 in favour, 1 abstention) signed the Declaration of Acceptance of Office in the presence of the Clerk.

234/19 To elect the Vice-Chairman of the Council and for the Vice-Chair to confirm acceptance of office.

The Chair invited nominations from the members present. Cllr. Herra was proposed by Cllr. Lucas & seconded by Cllr. Chillcott (no other nominations received). Cllr. Herra was elected unanimously and signed the Declaration of Office in the presence of the clerk.

235/19 To consider co-option of a member to fill vacancy for a councillor in the Copythorne North Ward.

The Chair explained the process for co-opting a councillor to fill a vacancy following a Quadrennial Election. Following a telephone conversation between the Chair and Rosemary Rutins (Service Manager, Democratic Services & Member Support, New Forest District Council) it was confirmed that the council could ask Kellyn Lee (the unsuccessful candidate in Copythorne South) if she was willing to be considered for co-option. The chair spoke to Kellyn on May 3rd and she confirmed she would be willing to be considered. A personal statement from Kellyn was shared with the members. Cllr. Lucas proposed that the Council formally invites Kellyn to be co-opted & Cllr. Herra seconded. All members were in favour.

ACTION – CHAIR to contact Kellyn Lee by phone to invite her to join the council. If she agrees, CLERK to draft and send a formal welcome letter setting out initial paperwork requirements.

236/19 Declarations of Interest in items on the Agenda

Cllr. John Goodwin declared a non-pecuniary interest (as the owner of an adjoining property) in the planning application to be considered at item 238/19 for 11 Pundle Green.

Signed by the Chairman: Date:

237/19 County and District Councillors Reports

County Councillor Edwards Herons was not present

Cllr. Andrews advised that she had nothing to report as she doesn't formal take office until the first meeting of NFDC on May 20th. She was pleased though to have been re-elected when other long serving councillors had not, due – she felt - to national issues affecting local voting.

Cllr. Joe Reilly said how pleased he was to be one of the District Councillors looking after the interest of Copythorne.

The District Councillors were asked about a grant that Dist. Cllr Puttock (who didn't stand for re-election) had offered at our last meeting. Dist. Cllr. Andrews advised that this grant would no longer be available.

238/19 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

19/00263 – Friedburg, Chingham Road, Bartley, Southampton, SO40 2LF

Shed attached garage; demolition of existing outbuilding

Comment: No.1 – Recommend Permission. Cllr. Herra proposed & Cllr. Chilcott seconded.

19/00282 – The Barn, Nuthooks House, Old Romsey Rd, Cadnam, Southampton, SO40 2NP

Single storey extension; porch; external alterations

Comment: No.5 – Happy to accept decision reached by NPA's Officers under their delegated powers. Cllr. Goodwin proposed & Cllr. Herra seconded.

19/00333 – 11 Pundle Green, Bartley, Southampton, SO40 2LG

Two storey side extension; porch; alteration to fenestration; solar panels

Comment: No.2 – Recommend Refusal. "proposed works would result in property exceeding the 100m2 limit for a small dwelling. However, if request is amended to comply with the 100m2 limit or planning officer is satisfied with revision we would be happy to accept decision reached by NPA's officers under their delegated powers. Cllr. Herra proposed & Cllr. Chilcott seconded.

19/00295 – Oak Tree Farm, Cadnam Lane, Cadnam, Southampton, SO40 2NU

Change of Use of land & buildings to equestrian use; Stable block; internal & external alterations etc.

Comment: No.5 Happy to accept decision reached by NPA's Officers under their delegated powers. Cllr. Herra proposed & Cllr. Hawks seconded.

NFNPA – TPOs and Tree Works

CONS/19/0304 – Nuthooks House, Old Romsey Road, Cadnam, Southampton, SO40 2NP

Fell 1 x Oak Tree

Comment: Decision already made by NFNPA due to time restraints

R/14/15/19/0339 – Sandpit Woodland, Vicarage Road, Copythorne

Line Clearance, statutory works by SSE

Comment: Exempt works, approval already given by NFNPA

CONS/19/0347 – Beechwood Farm House, Brockishill Road, Bartley, Southampton, SO40 2LN

Fell 1 x Holly; Fell 1 x Ash; Fell 1x Blackthorn; Prune 1 x Oak Tree

Comment: Raise no objections.

NFDC – Planning applications; TPOs; and Tree Work Requests

None

239/19 Planning Decisions

NFNPA Planning Applications

Application No. 19/00138 Application Type: FULL Decision Level: DELEGATED

Decision Date: **16/04/2019** Decision: **Grant Subject to Conditions**

Case Officer: Liz Young

Location: NETTALL, NEW INN ROAD, BARTLEY, SOUTHAMPTON, SO40 2LR

Proposal: Single storey rear extension; insertion of 2no. dormers to facilitate loft conversion; alterations to fenestration; outbuilding (existing rear porch and 2no. outbuildings to be demolished)

Parish Council Response: **Recommend permission but will accept a delegated decision; recommend conditions relating to submission of amended plans and a restriction on the use of the outbuilding (agricultural implements and steam engines only).**

Application No. 19/00184 Application Type: FULL Decision Level: DELEGATED

Decision Date: **24/04/2019** Decision: **Grant Subject to Conditions**

Case Officer: Katie McIntyre

Location: HOME VIEW, POLLARDS MOOR ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2NZ

Proposal: Attached garage (demolition of detached garage)

Parish Council Response: **Recommend Permission**

NFNPA TPOs & Tree Works

TPO/0008/19 – Land of Hazlemere, Southampton Road, Cadnam

One x Oak Tree; One x Group of Oak Trees

Comment: TPO Confirmed

NFDC – Planning applications; TPOs; and Tree Work Requests

None

NFNPA -Planning - Enforcement

QU/18/0179 – Nuthooks House, Old Romsey Road, Cadnam, Southampton, SO40 2NP

Breach has ceased, shipping containers removed.

Parish Enforcement List & Closed Cases; Schedule of Enforcement Notices; Minerals & Waste and Agricultural Occupancy Monitoring Cases lists circulated

240/19 To Approve the Minutes of the Meeting of April 9th 2019

RESOLVED: The minutes were agreed and duly signed by the Chairman.

Proposed by Cllr. Lucas and Seconded by Cllr. Herra.

REPORTS AND PRESENTATION

241/19 Final transfer to the Parish Council and Guardianship arrangements for the Defibrillators

The Clerk read a report prepared by himself on this matter. Proposal 1: That Guardianship should rest with the offices of Clerk and Chair with changes to be advised to South Central Ambulance Service (“SCAS”) when needed. Proposal 2: That council budget of £200pa be allocated to cover cost of defibrillator consumables. Proposals accepted by Cllr. Herra and seconded by Cllr. Chillcott. All in favour.

ACTION – CLERK to send required guardianship details to SCAS and order consumables as required.

COUNCIL ADMINISTRATION

242/19 Finance

- a. To agree monthly payment schedules
- b. To agree the Bank Reconciliations for March 31st 2019 and April 30th 2019

The Monthly Payment Schedules were approved, and cheques & electronic payment requests were signed by the Cllr. Lucas and Cllr. Herra.

The Bank Reconciliations were approved and signed by Cllr. Lucas.

243/19 To receive 2018/19 Year End Budget Report from Chair of Finance Committee.

The Chair explained that due to the timing of the former Clerk's departure it has not be possible to prepare the Year End Report. The Chair and Clerk are meeting with the auditor on June 5th to complete this exercise and present the outcome to the next Council meeting on June 11th. In the meantime the Clerk has provided all members with copies of the Receipts and Payments for 2018/19.

244/19 To receive and approve Annual Parish Council Audit Return; Certificate of Exemption; Annual Governance Statement and Accounting Statements 2018/19.

For the same reason as mentioned in item 243/19 this task has been delayed and will be brought to the next Council meeting on June 11th.

245/19 Review of delegation arrangements to committees; employees and other local authorities.

The Council has no committees or arrangements of this nature.

246/19 Appointment of any new committees, confirmation of Terms of Reference; the number of members; and receipt of nominations to them.

None

247/19 Review of the Council's and/or employees' membership of other bodies and confirmation of membership.

The Clerk advised that the Council are members of National Association of Local Councils (NALC); Hampshire Association of Local Councils (HALC); and the Council for the Protection of Rural England (CPRE). A former Clerk was a member of the Society of Local Council Clerks (SLCC) and the new Clerk wishes to join this organisation. (NOTE: following the meeting it was discovered by the Clerk that our membership of CPRE had lapsed, re-joining will be raised at the next Council meeting).

248/19 Review of representation on or work with external bodies and arrangements for reporting.

The list of external bodies that the council works with was reviewed. As a result of changes to the members of the council a number of changes have been made. (See Appendix 1 to minutes)

249/19 Review of working parties, confirmation of the Terms of Reference, the number of members and receipt of nominations to them.

The council currently has four working parties (Finance; Flooding; Media/Publicity; and Personnel & Governance). As a result of changes to the members of the council a number of changes have been made. In addition, a fifth working party is to be set up for the "Five Year Plan". (see Appendix 2 to minutes).

CLLr. Goodwin queried what the current Terms of Reference (TOR) for the existing working parties were, along with the remit of each. It was agreed by the Chair that the first task for each working party was to look at formulating Terms of Reference (with help from an NALC/HALC template) and consider what they should or shouldn't include in their remit. This would be included as an agenda item for the July Council meeting.

ACTION – CLERK to search for copies of existing Terms of Reference for existing working parties in filing held, contact website provider re cached copies and obtain template from NALC/HALC.

ACTION – CLERK to add Term of Reference for Working Parties review to July 2019 council meeting agenda.

ACTION – CLLR. GOODWIN to search for copy of TOR for Flooding Working party & supply to Clerk.

250/19 Review of inventory of land and assets including buildings and office equipment, together with review of insurance cover.

The Clerk provided the members with a list of the Council's assets. Discussion was held regarding need to replace some of the assets (benches; notices boards; and speed indicator device for example) as they had reached the end of their working life. Clerk advised that rebuilding quotes were being obtained for the war memorial so that it could be added to the Council's insurance policy. Chair advised need to add value of "Sports Wall" to inventory and insurance policy. We also need to understand how to "write down" the asset value of the playground.

ACTION – CLERK to continue to deal with outstanding matters related to the Council's insurance policy to ensure all assets covered at appropriate level at renewal due in June.

ACTION – CLERK to discuss with auditor the process for "writing down" of asset values.

251/19 Review of Financial Risk Assessment and Management Action Plan

This will be undertaken when the Clerk and the Chair meet with the auditor on June 5th and presented to Council on June 11th.

252/19 Setting of dates, times and places of ordinary meetings of the full council for the year ahead.

A schedule was provided to the members by the Clerk for the remainder of the 2019/20 Council year showing dates (every second Tuesday except in August, no meeting); time (7pm start); and place (Copythorne Parish Hall, rear extension). Chair asked for the Annual Parish Meeting proposed date of Tuesday March 24th 2020 (held in the main room of the Parish Hall) to be added to the list and availability of the room checked.

ACTION – CLERK to contact Copythorne Parish Hall Bookings Clerk to confirm availability of room for all scheduled meetings.

253/19 Correspondence and Clerk's Report

Details of the topics of various e-mails received by the Clerk had been shared with the members prior to the meeting with full copies being offered if required. Clerk advised that HCC Highways had arranged for a caravan being used as living accommodation to be moved on by HCC from the layby in Southampton Road, Bartley. The Clerk also advised that a concern over a possible unauthorised use of a site and another concern about an unauthorised development were both being investigated by NFNPA Planning Enforcement.

254/19 Chairman’s Report

The future of the New Forest Association of Local Councils was being reviewed given the overlap of activities with other ALC’s. Pleased to report that a working party attended the playground and dealt with a number of outstanding issues. A suitable gate closer has still to be sought and the Chair is working with a supplier to hopefully resolve this. Both of the benches in the field behind the playground need replacing as probably to others in the parish and the required spending on these needed to form part of our future financial planning. Cllr. Goodwin mentioned at this point the use of recycled plastic benches like the near the Royal British Legion HQ made sense. Cllr. Goodwin went on further to suggest that inspection of the benches should be included within the visual playground inspection checklist.

Standing Orders were suspended at 9pm to enable the meeting to continue.

255/19 Councillors Reports

Cllr. Herra – New Inn Road is badly in need of repair to the point of being dangerous and that we should push to get this done. Dist. Cllr, Reilly agreed to raise issue with NFDC at first opportunity although recognising that this would fall under the remit of HCC.

The litter picking team under the leadership of Stuart Bullen-Jarvis are doing an excellent job and, it is believed covering their costs themselves. We should be looking to see if we can support them financial. Could the Clerk write to thank them and ask what we could do to support them.

Cllr. Wiggins – Nothing to report on this occasion.

Cllr. Chillcott – Gareth Owen who is leading the Historical Routes project has advised that none of the three suggested by Copythorne have been chosen by the project.

It has been suggested by a parishioner that the rubbish bin under the basketball hoop should be on the other side of the hedge as this may aid usage.

Could copies of the “Good Councillor Guide” be obtained for our new councillors (suggestion from the floor that all could benefit from having a copy of the latest addition).

How do councillors gain access to the HALC website?

What training will be offered to new councillors (Chair advised that this will be an item for June mtg). What archives does the Parish have and how can they be accessed? (Chair advised that our website provider (TLC) are in the process of digitising what we have, although this is a long task. Clerk advised that he had some records transferred to him and that Cllr. Chillcott was welcome to view these once they had been sorted at his home).

What has happened to the rolling update on HARA questions? (Chair advised that these will be uploaded to the website once a formatting issue was resolved).

Cllr. Lady Hawks – Requested that “thank you” letters be sent to Parish Councillors Coombs & Moriarty and District Councillor Puttock.

Cllr. Goodwin – Reported that Footpath 7 (Chinham Road to Bourne Road) at the Chinham Road end (by the gate) needed attending to as the sign was missing and the stile broken.

ACTIONS – CLERK to:-

1. **Contact HCC Highways regarding condition of New Inn Road**
2. **contact Stuart Bullen-Jarvis re support to the litter pickers**
3. **Obtain copies of the latest edition of The Good Councillor Guide for all councillors**
4. **Contact HALC re councillor access to their website**
5. **Send thank you letters to outgoing councillors**
6. **Check footpath details and report to “Right of Way team”**

256/19 Agenda Items for the Next Meeting

1. Councillor training
2. Paperless Office/E-Council
3. Asset Report and Audit

257/19 To Confirm the Next Meeting

The next meeting will take place on June 11th 2019 at Copythorne Parish Hall (Rear Extension).

With no further business to transact, the Chairman closed the meeting at 9.18 p.m.

DRAFT