



**MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7.00 PM ON TUESDAY 11<sup>th</sup> JUNE 2019 AT COPYTHORNE PARISH HALL (REAR EXTENSION)**

Members present: Cllr. Simon Lucas; Cllr. Graham Chillcott; Cllr. Lady Kara Hawks;  
Cllr. Steve Herra; 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**

**258/19 Apologies**

Cllr. John Goodwin; Cllr. Kellyn Lee; Dist. Cllr. Derek Tipp; County Cllr. Edward Heron

**259/19 Declarations of Interest in items on the Agenda**

None declared

**260/19 Public Session**

No comments made or matters raised.

**261/19 County and District Councillors Reports**

County Councillor Edwards Herons was not present

Cllr. Joe Reilly advised that he had been appointed to sit on the NFDC Planning Committee and General Purposes & Licensing Committee and that Cllr. Derek Tipp had been made the Vice-Chairman of NFDC.

Cllr. Andrews advised that she sits on the NFDC Cabinet with the Executive Post of Portfolio Holder for Community Affairs. Her Cabinet Brief covers: Community Engagement; Community Grants and Support; Customer Services; Elections and Electoral Registration; Community Safety Partnership (Safer New Forest); CCTV; Careline; and Communications. In addition, she sits on the Appeals Committee. She mentioned that a Ward Boundary review is currently being undertaken which will capture issues including where Parish Councils are divided at District Council Level (like Copythorne North and Copythorne South). It is likely that the number of District Councillors will be reduced from the present 60 to 48 at the next elections in 2023. In closing she advised that she had been a judge at the recent Copythorne Carnival, an event she described as “..a great day, fantastic..”

**262/19 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

**19/00341** – The Glen, Winsor Road, Winsor, Southampton, SO40 2HE

Single storey rear extension, juliette balcony; alterations to fenestrations

Comment: No.2 – Recommend Refusal but would accept the decision reached by the NPA’s Officers under their delegated powers. Cllr Herra proposed & Cllr Wiggins seconded

**19/00282** – One Oak, Winsor Lane, Winsor, Southampton, SO40 2HG

Outbuilding; relocation of oil tank

Comment: No.1 – Recommend Permission but would accept the decision reached by the NPA's Officers under their delegated powers. Cllr. Herra proposed & Cllr. Chillcott seconded.

**NFNPA – Tree Works**

**CONS/19/0359** – The Gables, Copythorne Crescent, Copythorne, Southampton, SO40 2PE

Fell 2 x Hazel, Prune 1 x Beech

Comment: Raise no objections

**CONS/19/0370** – The Hayes, Newbridge, Cadnam, Southampton, SO40 2NW

Fell 1 x Sycamore; Fell 2 x Oak

Comment: Raise no objections

**CONS/19/0371** – Land to the South of The Hayes, Newbridge, Cadnam, Southampton, SO40 2NW

Fell Group of 2 x Oak

Comment: Raise no objections

**NFDC – Planning applications; TPOs; and Tree Work Requests**

None

**263/19 Planning Decisions made since last Council meeting**

**Planning Applications – NF NPA**

Application No. 19/00263 Application Type: FULL Decision Level: DELEGATED

Decision Date: **28/05/2019** Decision: **Grant Subject to Conditions**

Case Officer: Clare Ings

Location: FRIEDBURG, CHINHAM ROAD, BARTLEY, SOUTHAMPTON, SO40 2LF

Proposal: Shed attached to garage, demolition of existing outbuilding

Parish Council Response: **Recommend permission but would be happy to accept the decision of the NPA**

**Planning Applications - NFDC**

None

**Trees – NF NPA**

Application Ref                   CONS/19/0347 -Beechwood Farm House, Brockishill Road, Bartley, SO40 2LN

Proposal                           Fell 1 x (Dead) Holly; Fell 1 x Ash; Fell 1 x Blackthorn; Prune 1 x Oak

Parish Response                 Raise no objections

Decision                           Granted – 31/5/19

**Trees – NFDC**

None

**Planning Enforcement – NF NPA**

Reference                         QU/19/0098

Property Address               Land rear of Uncle Toms Cabin, Romsey Road, Cadnam, SO40 2NN

Investigation                   Use of land for scaffolding business

Date of action                 May 30 2019

Action                           Landowner invited to submit an application to regularise the development.



Reference QU/19/0033  
Property Address Sarum House, Southampton Road, Cadnam, Southampton, SO40 2NQ  
Investigation Unauthorised Operational Development  
Date of Action May 8 2019  
Action Case closed; Non Expedient

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

**264/19 To Approve the Minutes of the Meeting of May 14<sup>th</sup> 2019**

**RESOLVED:** The minutes were agreed and duly signed by the Chairman.  
Proposed by Cllr. Chillcott and Seconded by Cllr. Herra.

**265/19 Matters arising from the Minutes of the previous meeting**

**ACTION POINTS**

- 241/19 Clerk confirmed action completed
- 249/19 Clerk advised no copies of Terms of Reference had been located, templates obtained  
Working Party Terms of Reference listed as an agenda item for July Mtg  
Outcome of Cllr Goodwin's search awaited
- 250/19 Both points covered later in this meeting (267/19 & 270/19)
- 251/19 Covered later in the meeting (271/19)
- 252/19 Clerk advised meeting room bookings complete
- 255/19
  1. Clerk advised issue reported. Cllrs will ask residents to do likewise to raise profile of issue
  2. Clerk advised channel of communication open re help and support
  3. All councillors now have at least an electronic version of The Good Councillors Guide
  4. All councillors now have access to "members section" of HALC AND NALC websites
  5. All three letters sent, ex Dist. Cllr. Puttock has acknowledged
  6. Clerk advised footpath issue raised. Inspection of all RoW's to be added to July Agenda

**REPORTS AND PRESENTATION**

**266/19 Transition to a Paperless Council – Proposed Schedule of Equipment and Support**

The Clerk talked the members through a report prepared by himself on this matter. A good discussion was had with all members contributing. Cllr Chillcott raised the question of encryption protection and it was suggested that this be explored if the cost could be contained within the planned budget. Cllr Kara asked if parishioners would be happy for us to be spending the precept in this way, Cllr Lucas explained that many at the Annual Parish Meeting were surprised that we weren't a "Paperless Council" already.

**PROPOSALS:-**

- 1. The Council agrees to move to a "Paperless Office" by the acquisition of 7 tablet devices and associated items as detailed above at a cost of circa £1,925 in the first year.**
- 2. The Clerk to arrange for TLC to support the introduction of the tablets by their setting up of seven individual e-mail accounts for the members of the council (no cost as this is part of our existing contract with them).**
- 3. If required part of the budgeted cost of £2,616 be used to support setting up costs and councillor training on tablet use.**
- 4. The subject of encryption to be investigated with cost to be covered within the overall budget**

**RESOLVED:** Proposed by Cllr Herra, Seconded by Lady Kara. Approved



**ACTION – CLERK to investigate issue of encryption. Aim for July equipment purchase with training undertaken in July/August ready for September meeting.**

**COUNCIL ADMINISTRATION**

**267/19 To approve the arrangements for the annual renewal of the Parish Council’s Insurance policy**

The Clerk had prepared a summary of our insurance arrangements. He explained that the levels of asset cover had been agreed with the Internal Auditor and that covering the War Memorial had been included in the renewal quotations. The best quote obtained by the Council’s broker was £686.72 (AXA/Inspire). However by entering into a three year Long Term Agreement (LTA), the terms of which were explained to the members, we could reduce the premium by 5% which would reduce the renewal cost to £654.89. The Clerk recommended that we accept the renewal under the LTA.

**RESOLVED:** Proposed by Cllr Herra; Seconded by Cllr Chillcott. Approved

**268/19 Finance**

- a. To receive and agree monthly payment schedule for June 2019
- b. To agree the Bank Reconciliations for May 31<sup>st</sup> 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.

**269/19 To receive 2018/19 Year End Budget Report from Chair of Finance Committee.**

The Chair presented to the members a three page document comprising a “Receipts and Payments” summary for 2018/19; a schedule of the assets held by the Parish (with “Book” and “Insurance” Values); and a summary of the Reserves held by the Parish with notes of their purpose. The “Receipts and Payments” summary showed that we had spent more than we had received although this was mainly the result of unexpected events. The Chair advised that all of these documents had been seen by and discussed with Tim Light, our Internal Auditor, who had no concerns about the figures or the actions taken. In summary, the Chair reported that our financial position is “*..healthy; in good shape; and we have a forward plan.*”

**RESOLVED:** Acceptance of the report was proposed by Cllr Chillcott; seconded by Cllr Wiggins. Approved

**270/19 To receive and approve Annual Parish Council Audit Return; Certificate of Exemption; Annual Governance Statement and Accounting Statements 2018/19.**

The Clerk talked the members through the various sections of the Annual Parish Council Audit Return which had all been seen and approved by Tim Light, our Internal Auditor. As both income and expenditure were below £25,000 the Council is able to complete a “Certificate of Exception” from External audit. The Clerk requested consent for the paperwork to be signed by himself and the Chair. Relevant sections would then be sent to both the Internal Auditor and the County appointed External Auditor with a “Notice of Rights” for public viewing added to our website and noticeboard.

**RESOLVED:** Proposed by Cllr Herra; seconded by Cllr Kara. Approved

**271/19 Review of Financial Risk Assessment and Management Action Plan**

With the Annual Parish Council Audit Return now completed, Tim Light is in a position to revisit the above and provide an updated report. He hopes to be able to complete this task in time for the next Council meeting on July 9<sup>th</sup>.

### **272/19 Councillor and Clerk Training**

A paper had been prepared by the Clerk suggesting HALC training courses that would be useful for both himself and our new councillors (plus some for other relatively new councillors) in supporting their knowledge and understanding of the world of parish Councils. The total cost of the suggested courses for the two new councillors and the clerk were within the £1,000 budgeted for, with circa £250 to spare. Councillors were encouraged to view the paper and submit training course booking requests to the Clerk as soon as possible.

**ACTION – COUNCILLORS to request course bookings via the Clerk.**

**ACTION - CLERK to review requests and book accordingly.**

### **273/19 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 within the last few days an e-mail had been received from HARAHA inviting members to visit one of two completed "Affordable Housing" Developments in early July. The members present agreed this would be a good idea with Cllrs Chillcott and Wiggins to visit Braishfield, near Romsey on Friday July 5<sup>th</sup>.

**ACTION – Clerk to reply to HARAHA and ask for places on visit for Cllrs Chillcott & Wiggins**

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

### **274/19 Chairman's Report**

The Chair asked that with agenda preparation being considered for the next few months would members please provide the Clerk with an indication of projects that they would like the Council to consider so that time can be planned for them when setting agendas. He also reported that he believes a suitable closing mechanism has been found for the playground gate and hopes to have this matter resolved before the next Council meeting, if not sooner

### **275/19 Councillors Reports**

**Cllr. Herra** – Reported that despite a couple of attempts contact with the head of Bartley School has yet to be achieved. He also advised the meeting that he has reported to the Clerk a few "foliage" issues around the Parish which the Clerk has begun to progress with the relevant authorities.

**Cllr. Wiggins** – Prepared and supplied writing reports on her attendance at the Verderers HLA Celebration Evening on May 22<sup>nd</sup> and the New Forest Consultative Panel meeting on June 6<sup>th</sup>. (Appendices 1 & 2)

**Cllr. Kara** – Reported concerns about work being undertaken to Orchard Cottage, Old Romsey Road which she felt might in beyond the planning permission granted.

**Cllr. Chillcott** – Raised in brief a number of issues, including requests to deal with potential flooding issues in Shepherds Road Area; replacement programme for Parish Council owned benches; painting of Parish Council owned telephone boxes and purchase of vandal proof frames for displays within them; location of bins throughout the Parish; provision of a community bus/transport scheme. He also reported upon the success of a fundraising event at the Coach and Horses (circa £2.3k raised) and the excellent activities within Copythorne Carnival Week (despite the weather). A final topic was a roundabout to replace the crossroad at The Haywain.



**ACTIONS – CLERK to discuss Orchard Cottage Works with Development Control at NF NPA**

**276/19 Agenda Items for the Next Meeting**

Financial Risk Assessment and Management Plan  
Terms of Reference for Working Groups  
Allocation of Rights of Way Inspections

**277/19 To Confirm the Next Meeting**

The next meeting will take place on July 9<sup>th</sup> 2019 at Copythorne Parish Hall (Rear Extension).

***With no further business to transact, the Chairman closed the meeting at 9.25 p.m.***



**APPENDIX 1 – Cllr. Wiggins report of HLA Celebration Evening, Minstead Hall, May 22<sup>nd</sup> 2019.**

Just a brief report to Copythorne Parish Council. Councillor Graham Chillcott, along with his wife Jo and myself, Councillor Sylvia Wiggins did attend the meeting, open to everyone, on invitation. It was an evening of celebration of a ten-year plan completed for NFNPA.

Where upon Lord Manners delivered his speech containing all aspects of work and life within the New Forest by the different workforce which he wanted to recognise and thank personally.

From the NF Authority, All Departments, Verderers, Agisters, Rangers, Commoners and also the huge workforce of volunteers, all working together as one partnership to help keep “The New Forest” that you see today. Each person receiving a certificate in recognition of their achievements and hard work.

Both Graham and Jo Chillcott do voluntary works themselves, prearranged, to meet up with other volunteers armed with their welly boots and bottles of water ready to attack whatever task is required of them!

Well done Graham and Jo, thank you, you both are to receive your certificate at a later date.

Finally, speeches we enjoyed a buffet and the cutting of a beautiful sculptured cake in the form of a “Tree Stump and Flowers”.

**APPENDIX 2 – Cllr. Wiggins report of New Forest Consultative Panel Meeting – June 6<sup>th</sup> 2019**

**Report by Councillor Sylvia Wiggins, reserve member for Councillor John Goodwin, main representative for Copythorne Parish Council. Apologies for his absence given to Mr Simon Smith.**

- Mr Simon Smith, from Forestry England (renamed from Forestry Commission in April 2019) was asked to take the Chair, newly elected Harry Oram, Chairman, was absent.
- First to speak was, Mr Steve Avery of NFNPA: Planning update on Ashurst Hospital Site; agreed housing, the final report with a few adjustments in a standalone hearing and consultations the authority anticipated would be received in June/July. Local plan ready for adoption in September 2019.
- Planning review for Fawley Waterside Calshot Power Station Site: Huge vision and development £800M submitted plans to build 1,500 homes. Some proposals include primary school and health centre. The outline planning applications, perhaps by the end of the year, will include reviewing traffic and travel schemes, Hythe ferry, Fawley railway and road planning.
- Review of Dibden Bay plans were again mentioned.
- Also, studying planning schemes within Fawley Refinery itself.
- Holmsley Bridge: Replacing/repairing is long overdue. Requires traffic management, traffic diversions across the forest with closures, dates to be confirmed.
- National Park Authority (NPA) have 6 members new posts for DEPRAs, 18 already have applied to Oliver Crosthwaite-Eyre.
- Deep concerns of encroachments of land has been reported: Cars and other vehicles parking on grass verges, grazing land; Builders machinery and material deliveries on green land with litter left, rubbish also.
- Second Speaker, Simon Smith, Forestry England: Inspecting forest enclosures; added problems with cars parking on verges, heathland, in front of gates across the forest, need more signs for wildfires are on the increase with new rules in place. No campfires in enclosures, with no BBQs too. No overnight parking in the forest car parks i.e. caravans, motorhomes, lorries and cars.
- Reviewing the use of car stickers to enforce new rules.
- Removal of trees in some areas to open up grazing lands and for conservation.
- Special Award to be received by the River Groups for clearance and upkeep.
- Barry Olorenshaw mentioned the enquiries into Rural Broadband and Digital Only services that impact on businesses and rural communities with poor internet connections.

Question Time, questions raised were:

- To Steve Avery, NFNPA Planning: 2 Councillors questioned the sale of 6 acres of land sold to a property developer in the village of Bransgore for £2.5M. Some experts have found a loophole in the law to install holiday caravan homes with all the amenities fitted. Steve Avery warned all parishes to be aware! It is a warning he said.
- Question to Simon Smith, Forestry England: Bramshaw Councillor requested again to have the animal sign of death records in place on the Bramshaw roads which Edward Heron promised. Also, the removal of undergrowth growing and covering warning signs, which is a hazard.