



DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7.00 PM ON TUESDAY JULY 9th 2019 AT COPYTHORNE PARISH HALL (REAR EXTENSION)

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

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

By invitation: County Cllr. Edward Heron; District Cllr. Derek Tipp

3 members of the public were present.

STANDARD AGENDA ITEMS

278/19 Apologies

District Cllr. Joe Reilly; District Cllr. Diane Andrews

279/19 Declarations of Interest in items on the Agenda

Cllr. John Goodwin declared a non-pecuniary interest in Tree Works Request CONS/19/0417 for which he is acting as agent.

280/19 Public Session

A local resident raised two concerns. 1) Overgrown vegetation along a stretch of pathway to the west of the layby along Southampton Road, Bartley was making users of the pathway having to step very close to the road. 2) Drivers of lorries using the layby referred to above as an overnight resting stop were seen to have been urinating in the hedgerow and dropping litter.

ACTION – CLERK - 1) To view the overgrown vegetation and if considered that management of the issue rests with HCC then report to HCC Highways for cutting. If issue rests with adjoining property owners then letters to be sent asking them to fulfil their duties to keep the path clear. County Cllr. Heron to be updated on outcome.

ACTION – CLERK – 2) Contact HCC Highways to discuss status of the layby which is believed to now be closed to the public and in fact used as an HCC “road coverings” storage area. The findings from the initial discussion to then lead to further discussions regarding HCC either properly closing the layby or providing appropriate signage regarding issues raised. County Cllr. Heron to be updated on outcome.

Richard Mancey, a director of Paultons Park Ltd, made a presentation to the meeting concerning a planning application recently submitted to NF NPA to build a new office block on the site of an existing property (Keepers Cottage) within Paultons Park. The application is likely to be received by the Parish Council in the next few weeks with comments required by NF NPA by mid August. Additional information on the plans had been previously received from Richard Mancey by e-mail and circulated to all Parish Councillors.

James Mancey, a director of Paultons Park Ltd, made a presentation to the meeting regarding Tornado Springs, a new set of rides etc. to be built within the footprint of the existing amusement park. Some aspects of the plan will involve re-using existing rides whilst others will be new. Tornado Springs is expected to open in May 2020. James advised that this project would fall under the provisions of the Lawful Development Certificate already held.

Signed by the Chairman: Date:

281/19 County and District Councillors Reports

County Cllr. Edward Heron advised that recent OFSTED inspection report on HCC Children’s Services was the awarding of an overall rating of “Outstanding” together with the awarding of the same rating for all the constituent parts of the inspection.

District Cllr. Tipp advised that the review of NFDC Leisure facilities was still ongoing and that it was likely to be another year before a Third party could be found to take over the operation. In the meantime, operational savings continued to be found and implemented. He also spoke about a planned review of recycling within the District to improve percentage rates of recycling. It is likely that any changes to the current system would need to fit with a national review also being undertaken. This is likely to set standards for what; when and how recycling happens. Finally, he offered thanks to the “Parish Pickers” for their continued work to try and keep Copythorne Parish free from litter.

282/19 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

19/00378 – Marsh Farm, Cadnam Lane, Cadnam, SO40 2NU

Two storey extension, juliette balcony; alterations to fenestrations

Comment: No.1 – Recommend Permission but would accept the decision reached by the NPA’s Officers under their delegated powers. Cllr. Wiggins proposed, Cllr. Herra seconded, all in favour.

19/00331 – The Jays, Winsor Lane, Winsor, SO40 2HE

Vary condition 2 of P/P 17/00249; First Floor extension, solar panels, replace rear conservatory, etc.

Comment: No.1 – Recommend Permission but would accept the decision reached by the NPA’s Officers under their delegated powers. Cllr. Goodwin proposed, Cllr. Chillcott seconded, all in favour.

19/00424 – Ingleside, Winsor Lane, Winsor, SO40 2 HG

Retention of outbuilding

Comment: No.1 – Recommend Permission but would accept the decision reached by the NPA’s Officers under their delegated powers. Cllr. Goodwin proposed, Cllr. Chillcott seconded, all in favour.

19/00449 – Home Farm, Bricky Lake Lane, Ower, SO51 6GQ

Single storey extensions; demolition of existing conservatory

Comment: No.1 – Recommend Permission but would accept the decision reached by the NPA’s Officers under their delegated powers. Cllr. Chillcott proposed, Cllr. Herra seconded, all in favour.

19/00450 – Home Farm, Bricky Lake Lane, Ower, SO51 6GQ

Listed Building Consent - Single storey extensions; demolition of existing conservatory

Comment: No.1 – Recommend Permission but would accept the decision reached by the NPA’s Officers under their delegated powers. Cllr. Chillcott proposed, Cllr. Herra seconded, all in favour.

19/00295 – Oak Tree Farm, Cadnam Lane, Cadnam, Southampton, SO40 2NU (Revisited – New plans)

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. Wiggins seconded, all in favour.

NFNPA – Tree Works

CONS/19/0417 – Rockram House, New Inn Road, Bartley, SO40 2LR

Prune 1x Group of 3 Oak trees

Comment: Raise no objections



NFDC – Planning applications; TPOs; and Tree Work Requests

None

283/19 Planning Decisions made since last Council meeting

Planning Applications – NF NPA

Application No. 19/00282 Application Type: FULL Decision Level: DELEGATED
Decision Date: 07/06/2019 Decision: Grant Subject to Conditions
Case Officer: Liz Young
Location: THE BARN, NUTHOOKS HOUSE, OLD ROMSEY ROAD, CADNAM, SO40 2NP
Proposal: Single storey extension; porch; external alterations
Parish Council Response: Happy to accept decision reached by NPA’s officer under delegated powers.

Application No. 19/00341 Application Type: FULL Decision Level: DELEGATED
Decision Date: 25/06/2019 Decision: Refuse
Case Officer: Clare Ings
Location: THE GLEN, WINSOR ROAD, WINSOR, SO40 2HE
Proposal: Single storey extension; juliette balcony; alterations to fenestrations
Parish Council Response: Recommend refusal but would accept the decision reached by NPA’s Officers under delegated powers.

Application No. 19/00346 Application Type: FULL Decision Level: DELEGATED
Decision Date: 25/06/2019 Decision: Grant Subject to Conditions
Case Officer: Carly Cochrane
Location: ONE OAK, WINSOR LANE, WINSOR, SO40 2HG
Proposal: Outbuilding; relocation of oil tank
Parish Council Response: Recommend permission but would accept the decision reached by NPA’s Officers under delegated powers.

Planning Applications - NFDC

None

Trees – NF NPA

Application Ref CONS/19/0359 The Gables, Copythorne Crescent, Copythorne, SO40 2PE
Proposal Fell 2 x Hazel; Prune 1 x Beech
Parish Response Raise no objections
Decision Granted – 13/6/19

Application Ref CONS/19/0370
Property Address The Hayes, Newbridge, Cadnam, SO40 2NW
Parish Response Raise no objections
Decision Granted - 26/06/2019

Application Ref CONS/19/0371
Property Address Land to the South of The Hayes, Newbridge, Cadnam, SO40 2NW
Parish Response Raise no objections
Decision Granted - 03/07/2019

Signed by the Chairman: Date:

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
No new cases reported

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

284/19 To Approve the Minutes of the Meeting of June 9th 2019

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

285/19 Matters arising from the Minutes of the previous meeting

ACTION POINTS

- 265/19 Clerk confirmed that (in respect of Item 249/19 – May meeting) he had, on June 25th 2019, received from Cllr. Goodwin a copy of the Terms of Reference for the (then) Finance Committee which had been approved at the Council meeting on November 22nd 2016 (no other Terms of Reference for any other working groups had been found).
- 266/19 Clerk advised that encryption of e-mails beyond that already within Windows Outlook by default is considered unnecessary and is likely to cause more problems a the recipient of the e-mail will require a digital signature from the sender and understand how to use it.
- 272/19 Clerk advised that Cllrs Chillcott and Wiggins had submitted details of HALC training courses required and that these had been booked.
- 273/19 Clerk had booked placed on HARA visit for Cllrs Chillcott & Wiggins
- 275/19 Clerk had contacted Development Control at NF NPA who advised that works were to their knowledge progressing as approved. Clerk advised Cllr Kara of the details of the permitted development for her to check and report back if required.

REPORTS AND PRESENTATION

286/19 Terms of Reference for Advisory Committees (previously Working Parties)

Due to the lack of a proposed motion discussions on this matter will now take place at our September meeting.

287/17 Presentation of Playground Inspection Report

Cllr Lucas presented this annual report compiled by N W Adams Engineering Design Services which had previously been distributed to all councillors. Cllr Lucas advised that he has spoken to Nick Adams as some of his comments in the report appeared different to those made last year. Nick had commented to Cllr Lucas that overall *“it’s fine and you keep the playground well”*. A few minor alterations need to take place as a result of recommendations within the report and these will be dealt with a local working party following discussions with the original supplier. Issues concerning the wooden fence surrounding part of the playground and the entry/exit to/from the field will need to be discussed with the Parish Hall Committee.

288/17 Proposal to adopt Telephone Box in New Inn Road, Bartley

Cllr. Herra presented this report (previously been circulated to all councillors) which had four proposals. Following a discussion and before voting took place a amendment (shown in italics) to the first proposal has suggested by Cllr. Goodwin as a result of concerns about the structural integrity of the box and the electric connections to it.

PROPOSALS:-

1. **The Council agrees with the above sentiments and that - should BT decide to decommission it - we apply to adopt the telephone box in New Inn Road, *subject to prior inspection of the box and an understanding of the electric power connections to it.***
2. **If British Telecommunications plc agree to the adoption then the Council enters into an "Agreement for the sale and Purchase of telephone kiosk to a local authority in England or Wales (template attached, Ref: 07/09/2018 RG) and pays British Telecommunications plc the £1 purchase price.**
3. **For us to maintain and, at some future date, furnish it with the items described by Cllr Chillcott at our March 2019 meeting.**
4. **If purchased the telephone box would be added to our Asset Register at the purchase price of £1 and insured for its replacement value which is understood to be £3000 (the same as each of the other boxes we already own.**

RESOLVED: Proposed by Cllr. Wiggins, seconded by Cllr. Chillcott, all in favour. **APPROVED.**

289/19 Proposal for Clerk to join the Society of Local Council Clerks ("SLCC")

The clerk presented a report (previously circulated to all councillors) setting out the benefits of and seeking from Council the funding for him to become a member of SLCC. Following a discussion and before voting took place an amendment (shown in italics) to the second proposal was suggested by Cllr. Lucas as a result of the likelihood that the budget for training was likely to be fully used for other training during 2019/20.

PROPOSALS:-

1. **The Council agrees to cover - as it has for previous clerks - the costs associated with me becoming a Full Member of SLCC. (NOTE: the costs associated with me joining ALCC will be cover personally as Council is not allowed - and I would not expect them - to cover these).**
2. **The sum of £22 is moved from the ~~training budget~~ *General Reserves* to cover the difference between the fees and the existing allocated budget.**

RESOLVED: Proposed by Cllr. Herra, seconded by Cllr. Kara, all in favour. **APPROVED.**

COUNCIL ADMINISTRATION

290/19 Finance

- a. To receive and agree the Bank Reconciliation for June 30th 2019
- b. To receive and agree the monthly payment schedule for July 2019
- c. To receive and agree the monthly payment schedule for August 2019

The Bank Reconciliation was presented to the meeting by the Clerk, checked and signed by Cllr Lucas.

The Monthly Payment Schedules were presented to the meeting by the Clerk who advised all councillors that the supporting invoices etc were attached to the schedules and were available for inspection. Prior to the approval of the monthly payment schedules Cllr Goodwin suggested that the monthly process of signing the cheques etc. should be undertaken by way of a rota, as he recalled that this had been suggested by a previous internal auditor of the Council. The Clerk advised the meeting that the Council's existing Financial Regulations do not require this, nor has our current internal auditor suggested it. Cheques etc are signed by the Chairman and one other councillor. As Responsible Financial Officer for the Council the Clerk feels that our existing processes are robust and this has also been confirmed by our current internal auditor in his recent audit report. The Clerk asked Cllr. Goodwin to provide details of the previous internal auditor's comments on this matter.

The monthly payment schedules were approved and cheques & an electronic payment request were signed by Cllr. Lucas and Cllr. Chillcott

ACTION – Cllr Goodwin to provide copy of guidance provided by previous internal auditor.

291/19 To receive Q1 2019/20 Budget update from Chair of Finance Advisory Committee.

Cllr. Lucas presented to the members a four page document comprised of a summary of "spending vs budget" for the first three months of the financial year to June 30th 2019 together with copies of the "Receipts and Payments" summary for the same period. The "spending vs budget" summary identified a few lines of the budget that were overspent (and so marked as a "concern" by the Clerk/RFO) however Cllr. Lucas advised that in the overall content of the 2019/20 budget these small overspends would be covered by lower than expected spending in other areas together with the VAT rebates for 2017/18 (received in late June) and 2018/19 (received in early July).

RESOLVED: Acceptance of report proposed by Cllr Chillcott; seconded by Cllr Wiggins. **APPROVED**

292/19 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 Wiggins. **APPROVED**

293/19 Footpaths/Right of Way Inspections

The Clerk, having previously supplied all councillors with maps showing all of the Footpaths/RoW in the Parish, asked for councillors to confirm which paths they would inspect and report back upon (with photo's of issues). Councillors provided the confirmations requested and the Clerk agreed to issue a list along with more detailed maps to enable the inspections to take place as soon as possible.

ACTION – Clerk to issue full list and detailed maps to all councillor

294/19 Councillor and Clerk's Report

Details of the topics of various e-mails received by the Clerk (including details of the activities of the Community Speed Watch team) had been shared with the members prior to the meeting with full copies being offered if required.

295/19 Chairman’s Report

The Chair thanked the Clerk for producing a detailed map of all the publicly provided litter bins in the parish along with photo’s to show which type is where. He will chase District Cllr. Andrews for a date/time to meet and discuss the provision.

Chair gave an update on the benches that need replacing most urgently, these being the one on the right hand side as you until the Parish Hall Field (which is to be removed for Health & Safety reasons) along with the one on the junction of Pollards Moor Road and Romsey Road (near the bus shelter).

Finally, an update was provided on the councillor vacancy for Copythorne North Ward following the resignation of Kellyn Lee. The statutory notice of vacancy posted on our noticeboard and website did not result in the required 10 or more electors seeking an election so we now move to co-option. Notices inviting candidates for co-option will be posted on all noticeboards throughout the parish and placed on the website before Friday July 12th. Closing date will be Friday August 23rd with interviews to be held as part of the next Council meeting on September 10th.

ACTION – Clerk to produce required notices and place on noticeboards & website before July 12th.

296/19 Councillors Reports

Cllr. Herra – Discussed (via a previously circulated report) an update on the “Village Signs” project. Once an update on costings has been received it is hoped to include a formal proposal to commence this project at the Council meeting in September.

Cllr. Wiggins – Advised that she had been approached by a lady who experienced problems in visiting an infirm relative due to the issue of “double parking” in Oakfield Road, (understood to be as a result of children being collected from Bartley School). The lady also mentioned that she has been subject to abuse when she tried to challenge the driver in question. It was suggested at the meeting by other councillors present that this is a matter best taken up with PCSO Richard Williams. Clerk agreed to make contact with Richard Williams to discuss a way forward.

ACTION – Clerk to contact PCSO Richard Williams as agreed

Cllr. Chillcott – Reported on his visit (along with Cllr. Wiggins) to an affordable housing development in Braishfield (near Romsey) arranged by HARA. A copy of his report is attached to the minutes as Appendix 1.

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

Cllr. Chillcott advised that he felt we need to have a more in depth discussion about the possible “Affordable Housing” project in Copythorne parish as soon as possible. In response to those comments Cllr. Lucas said that he agrees as this would help the Council determine whether or not we are willing to allow HARA to move to the next steps (i.e. providing us with a specific proposal for consideration). October was initially mentioned as a possible date but those present felt it needed to be sooner than that. After a degree of debate the date of Tuesday August 27th was settled upon as a likely date (Cllr. Goodwin had advised that Tuesday August 20th would almost certainly be booked already) and the Clerk was asked to contact the Copythorne Parish Hall bookings secretary to see if the Rear Extension was available on Tuesday August 27th.

ACTION – Clerk to contact Barbara Smith to check room availability.

Cllr. Chillcott also asked when the next set of weekly dates for visual inspections of the playground would be issued. Clerk advised that he would issue these on Wednesday June 10th and that those inspecting the playground should – when completing the inspection reports - take into account the comments already made by Nick Adams in his annual inspection.

ACTION – Clerk to issue a rota of weekly visual inspections for the next 3 months.

Cllr. Goodwin – Asked when the draft minutes of the 2019 Annual Parish Meeting held on March 26 would be made available. Cllr. Lucas advised that this is in hand.

ACTION – Cllr. Lucas has the draft from the Locum Clerk in attendance at the SAPM and will be returning these to the Clerk shortly.

297/19 Agenda Items for the Next Meeting

Proposal to accept new Terms of Reference for Advisory Committees (previously Working Groups)
Telephone Boxes Report
5 Year Plan Update
Benches, cost and action report

298/19 To Confirm the Next Meeting

The next meeting will take place on September 10th 2019 at Copythorne Parish Hall (Rear Extension).

With no further business to transact, the Chairman closed the meeting at 10.00 p.m.

DRAFT

APPENDIX 1 – Cllr. Chillcott’s note on Rural Housing Event held at Braishfield Parish Hall on July 5th 2019

The event was hosted by Mags Wylie (HARAH Senior Rural Housing Enabler). It was attended by Cllr. Wiggins and Cllr. Chillcott and was split into 3 parts:

Part 1. Presentations by various speakers

Part 2. Site visit

Part 3. Opportunity to hold discussions with fellow councillors and presenters

Part 1. Presentations

- a. CPRE (Campaign to Protect Rural England) - Dee Hass
 - Made the point about affordable housing being for people on moderate incomes.
 - Also Affordable housing to be viewed as part of the overall housing allocation.

- b. HARAH - Beverly Harding-Rennie
 - Aimed at low income families £20k – £30k.
 - Process started with housing needs survey.
 - Followed by a site identification consultation.

- c. Housing Champion - Jess Bond
 - Was responsible for affordable housing being built in Shedfield and Waltham Chase.

- d. Braishfield Parish - Peter White
 - Scheme took about 7 years from start to completion.
 - Argument about Ribbon v Perpendicular development, finally agreed it would be perpendicular, this also led to change of chosen site.
 - Mix of housing affordable v shared ownership
 - Villagers first then surrounding villagers then Test Valley
 - Made the point about robbing Peter to pay Paul, i.e. If Braishfield villagers move to Abbotswood, it then deprives Romsey residents of housing opportunity.
 - Braishfield too small for a Local Plan but it does have a Village Design Statement.

- e. Pamber Parish Council - Chris Goss
 - Pamber Parish is north of Basingstoke near Berkshire border.
 - Chris mentioned the effect of devaluing houses next door to affordable homes.
 - He believed that people would change their opinion once affordable houses are built.

Part 2. Site visit

- The site visit was in easy walking distance of the village hall and was situated on the edge of the village.
- The site was outside both the Village Settlement Boundary and the Conservation area, which were marked by a high hedge.

Signed by the Chairman: Date:

- The housing as mentioned above was perpendicular to the road and comprised: 7 Affordable Rent properties, 4 x 2 bed 3 x 1 bed and 2 Shared Ownership properties, 1 x 2 bed and 1 x 1 bed. (see attached site plan).
- Rent was said to be £150 per week for the 2 bed houses. Of which £40 was a service charge payable to the management company for maintenance of the grounds.

Part 3. Opportunity to speak to the Presenters, other professionals and fellow councillors.

- Cllr. Wiggins and I took the opportunity to speak to our fellow councillors, representatives of HARAHA, a representative of NFNPA (Holgar Schiller) and the contractors responsible for the Braishfield development.
- After speaking to Ian Gillespie (English Rural Housing Association) he said that he was the person responsible for the initial site plan for the Copythorne Site 5a (previously presented to our Parish Council by HARAHA). He was not aware of site 5b, nor that both site 5a and 5b were owned by the same person.
- When asked about the HARAHA Affordable Housing proposal for Copythorne, Beverly Harding-Rennie said she was waiting for a response from our Parish Council.

Cllr. Graham Chillcott

7th July 2019.

Please note that I have faithfully tried to report on what was presented and said at the event; it follows therefore that it should not be taken as being my own personal view.