



**MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY  
NOVEMBER 12<sup>th</sup> 2019 AT COPYTHORNE PARISH HALL (REAR EXTENSION)**

Members present: Cllr. Simon Lucas; Cllr. Graham Chillcott; Cllr: John Goodwin;  
Cllr. Steve Herra Cllr. Jackie Rhodes; Cllr. Cllr Sylvia Wiggins

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

By invitation: District Cllr. Diane Andrews District Cllr. Joe Reilly; County Cllr. Edward Heron

5 members of the public were present.

**STANDARD AGENDA ITEMS**

**339/19 Apologies**

Cllr. Lady Kara Hawks; District Cllr. Derek Tipp

**340/19 Declarations of Interest in items on the Agenda**

Cllr. Sylvia Wiggins (item 348/19)

**341/19 Public Session**

No members of the public present wished to speak.

**342/19 County and District Councillors Reports**

County Cllr. Edward Heron (EH) advised that he is still awaiting a response from HCC Highways regarding their use of the Southampton Road Layby. HCC have cut £480m out of their spending budget in the last 10 years and have to find another £80m of savings over the next two years. £0.5m of that may come from ending the HCC contribution to the “Parish Lengthsman Scheme”. Cllr. Goodwin (JG) mentioned that the Parish Council had recently received a draft report on flooding issues for the north of the Parish but that many details relating to the 2013 flooding were not included. JG asked EH if he could help us to find out why the gap exists.

District Cllr. Andrews advised that - following a number of e-mails from concerned members of the public to various District Councillors - NFDC are to discuss suggestions about how the impact of fireworks on wildlife could be reduced. Also reported that she is shortly to attend a briefing locally on “County Lines and Criminal exploitation”. NFDC will shortly be interviewing suppliers for it’s new website.

District Cllr. Reilly advised that NFDC are working on a updated version of their “Corporate Plan 2016-20” detailing their priorities. He also mentioned that along with others he had been on a recycling fact finding mission to East Devon and that he will be attending an NFDC meeting on December 19 to discuss what NFDC could learn from how East Devon deal with recycling. Cllr. Rhodes asked him how suppliers might be encouraged to use more environmentally friendly packaging, District Cllr Reilly advised that taxation might be imposed by Central Government.

### **343/19 Planning Applications; TPOs and Tree Works Requests**

#### **NFNPA Planning Applications**

19/00719 Land to rear of Uncle Toms Cabin, Romsey Road, Cadnam, SO40 2NN - Retention of scaffolding structure

Parish Comment: No.4 – Recommend Refusal Permission, with comment *“Property sits very near to an area at risk of flooding as confirmed by Environment Agency mapping, despite answer to the contrary on application. No mention of use of the structure has been made by the applicant. Visual impact. Inappropriate structure for the rear of a residential property. Concerns over route of access for vehicles.*

Cllr. Goodwin proposed, Cllr. Wiggins seconded, all in favour.

19/00743 -Land adjacent to Riverside, Newbridge Road, Cadnam, SO40 2NX – Application for Certificate of Lawful Development for continued use of land as Class B8 (Storage and Distribution) (open storage of a caravan).

Parish Comment: No. 5 – We are happy to accept the decision reached by the NPA’s Officer’s under their delegated powers, with comment *“The Parish Council is unable to provide any evidence to contradict the length of time the single caravan has been sited near the entrance gate of the field. We do though note the response made by Mr A Hayward. We support the case officers comments regarding limiting the extent of the site to reflect the position of the caravan.”*

Cllr. Herra proposed, Cllr. Goodwin seconded, all in favour.

19/00647 – Cheriton Cottage, Fir Tree Road, Cadnam, SO40 2LX - Single storey rear extension; addition of door & windows; partial conversion of existing garage to facilitate home office

Parish Comment: 3 – Recommend Permission, for the reasons listed below, with comment *“Plans are acceptable; no impact on neighbours, request within NFNPA Local Plan policies”.*

Cllr. Goodwin proposed, Cllr Herra seconded, all in favour

#### **NFNPA – Tree Works Requests**

CONS/19/0703 – Poppy Lodge, Barrow Hill Road, Copythorne, SO40 2PH – Pollard 1x Weeping Willow; Fell 1x Norway Spruce; Fell 1 x Silver Birch

Parish Comment: Raise no objections

### **344/19 Planning Decisions made since last Council meeting**

#### **NFNPA**

19/00295 – Oak Tree Farm, Cadnam Lane, Cadnam, SO40 2NU – Change of use of land and building to equestrian use; stable block; etc.

NFNPA Decision: Grant Subject to Conditions

19/00688 – Bramley Cottage, Chinham Rd, Bartley, SO40 2LL – Retention of 1.8m high replacement fence

NFNPA Decision: Grant Subject to Conditions

19/00692 – Carlton, Old Lyndhurst Road, Cadnam, SO40 2NL – Outbuilding

NFNPA Decision: Grant Subject to Conditions

#### **NFDC**

19/11049 – Lyndale, Whinwhistle Road, Copythorne, SO51 6BN – Single Storey front & side extensions; rear conservatory

NFDC Decision: Grant Subject to Conditions

#### **Trees – NFNPA**

CONS/19/0604 – St Jacques Cottage, Old Romsey Road, Cadnam, SO40 2NP – Fell 1x Ash Tree

NFNPA Decision – Raise no objection

CONS/19/0625 – Bramble Wood, Copythorne Crescent, Copythorne, SO40 2BE – Prune 1x Scots Pine Tree  
NFNPA Decision – Raise no objection

**Planning Enforcement – NFNPA**

One new case reported & detailed on the NFNPA Parish Enforcement List & Closed Cases; Schedule of Enforcement Notices; Minerals & Waste & Agricultural Occupancy Monitoring Cases lists circulated prior to the meeting and included in the supporting documents for this meeting on Parish website.

**345/19 To Approve the Minutes of the Meeting of October 8<sup>th</sup> 2019**

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

**346/19 Matters arising from the Minutes of the previous meeting**

**ACTION POINTS**

330/19 Quotes for Splitwind Pond maintenance work obtained (to be discussed as item 351/19)

336/19 Clerk is meeting with PCSO Richard Williams on November 15 and will discuss Scam Busting Talk.

336/19 Shepherds Close pothole was repaired on/before October 24<sup>th</sup>.

HCC Highways will undertake survey of New Inn Road, Bartley to assess condition of road surface

**REPORTS AND PRESENTATION**

**347/19 To receive and approve a report on the Village Signs Project**

Cllr. Herra presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website).

**RESOLVED:** The report be adopted.

Proposed by Cllr. Chillcott, Seconded by Cllr. Goodwin, all in favour. **APPROVED**

**ACTION – Clerk to advise all contractors to proceed**

**348/19 To receive and approve a report on the Parish Benches**

Cllr. Lucas presented the policies (a copy of which is included in the supporting documents for this meeting on the Parish website).

**RESOLVED:** That Option 1 of the report be adopted.

Proposed by Cllr. Goodwin, Seconded by Cllr. Chillcott, all in favour. **APPROVED**

**349/19 To receive a progress report on the Telephone Boxes Project**

Cllr. Chillcott presented an update of the project progress sheet (a copy of which is included in the supporting documents for this meeting on the Parish website). Additionally, he advised that some vandalism had occurred to the Newbridge box which has been reported to the Police.

**350/19 To receive and approve the signing of an updated “Agreement to Adopt BT Kiosks to allow lighting upgrade work to be undertaken**

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website).

**RESOLVED:** The report be adopted.

Proposed by Cllr. Chillcott, Seconded by Cllr. Herra, all in favour. **APPROVED.**

**ACTION – Clerk to sign updated contract and send to BT for countersignature and return**

**351/19 To receive and approve a report on the maintenance of Splitwind Pond**

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website).

**RESOLVED:** Quote 1 be accepted for all items at a total price of £391.50 and that one further grass cut and strimming be undertaken in early 2020.

Proposed by Cllr. Herra, seconded by Cllr. Goodwin, all in favour. **APPROVED**

**ACTION – Clerk to instruct the Quote 1 contractor. Cllr. Goodwin to liaise with the contractor on work dates and to confirm to the Clerk when work has been completed as per our instructions.**

**COUNCIL ADMINISTRATION**

**352/19 Finance**

**a. To receive and agree the Bank Reconciliation for October 30<sup>th</sup> 2019**

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

**b. To receive and agree the monthly payment schedule for November 2019**

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

**c. To receive and approve the Responsible Financial Officers report for the first six months of the Council's Financial Year, including minor virements of budgets and movement of reserves.**

The Clerk/Responsible Financial Officer presented the report (a copy of which is included in the supporting documents for this meeting on the Parish website).

**RESOLVED:** The report be adopted

Proposed by Cllr. Chillcott, Seconded by Cllr. Herra, all in favour. **APPROVED**

**353/19 Advisory Committees**

**a. To approve the appointment of Cllr. Wiggins as an additional member of the Flooding Advisory Committee**

Proposed by Cllr. Goodwin, Seconded by Cllr. Chillcott, all in favour. **APPROVED**

**b. To receive and approve amendments to the "Advisory Committees: Terms of Reference" adopted on September 10 2019**

The Clerk presented the revision (a copy of which is included in the supporting documents for this meeting on the Parish website) for adoption.

**RESOLVED:** The revision be adopted.

Proposed by Cllr. Herra, Seconded by Cllr. Wiggins, all in favour. **APPROVED**

**c. To receive and approve the Terms of Reference for the Flooding Advisory Committee**

The Clerk presented the Terms of Reference (a copy of which is included in the supporting documents for this meeting on the Parish website) for adoption

**RESOLVED:** The Terms of Reference be adopted.

Proposed by Cllr. Goodwin, Seconded by Cllr. Chillcott, all in favour. **APPROVED**

**354/17 To approve the appointment of Cllr. Chillcott as the Council's representative on the New Forest Passenger Transport Forum**

Proposed Cllr. Herra, Seconded by Cllr. Wiggins, all in favour. **APPROVED**

**355/19 To approve the loaning of the Council's Speed Indicator Device to another local Parish Council**

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website). He also read through two e-mails (one from Hale PC & one from Copythorne & Minstead Community Speed Watch which provided answers to questions relating to the loan. The meeting also heard from representatives of Copythorne & Minstead Community Speed Watch teams about how their activities would be impacted if we agreed to lend the device to other councils. It was suggested that now we had the detailed understanding" referred to in the original proposal the proposal could be amended to enable a vote on "whether or not we should lend the device to other Parish Councils".

Proposed by Cllr. Goodwin, Seconded by Cllr. Chillcott, all in favour. **APPROVED**

A vote was then held that we should not lend the device to other Parish Councils

Proposed by Cllr. Herra, Seconded by Cllr. Wiggins, all in favour. **APPROVED**

**ACTION – Clerk to advise Bramshaw & Minstead Parish Councils of our decision not to approve a loan to other Parish Councils**

**ACTION – Clerk to research and draft a policy on the loan of Council Assets.**

**356/19 To receive a report from the Clerk on work towards producing a Document Retention Policy for the Council**

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website). He also advised that prior to the meeting Cllr. Goodwin had sent him an e-mail about how the Parish website could be used as a source of research information by the public. The Clerk confirmed that this point would be consider as work continued on the production of a Document Retention Policy.

**Standing orders were suspended at 9.00pm to enable the meeting to continue.**

**357/19 Correspondence and Clerk's Report**

The Clerk read through his report (a copy of which is included in the supporting documents for this meeting on the Parish website). He also advised that Cllr. Lucas and Chillcott would attend a HCC briefing on the Hampshire 2050 Commission of Enquiry to be held on January 9 2020 in Winchester. An invitation to attend the Official opening of the new Citizens Advice New Forest Advice Hub in Lymington on November 21 had been received (post meeting Cllr. Chillcott confirmed that he is able to attend on behalf of the Parish Council).

**358/19 Chairman's Report**

The Chair presented his report (a copy of which is included in the supporting documents for this meeting on the Parish website). He also advised that unfortunately he was unable to attend the HALC AGM). The Remembrance Service at St Mary's Church on November 10<sup>th</sup> was very well attended.

**359/19 Councillors Reports**

Cllr. Rhodes attended – as a interested individual - a meeting in Brockenhurst hosted by the New Forest Zero Carbon Alliance on the subject of "Climate Emergency" and will provide a report to councillors in due course.

Cllr. Goodwin advised that he is unable to attend the December 5<sup>th</sup> meeting of the New Forest Consultative Panel. Cllr. Wiggins will attend as his deputy.

**360/19 Agenda Items for the Next Meeting**

NFDC Electoral Boundary Review; Budget Report (and potentially Precept setting); Terms of Reference of Media & Publicity and Personnel & Governance Advisory Committees.



**361/19 To Confirm the next meeting**

The next meeting will take place on December 10<sup>th</sup> 2019 at Copythorne Parish Hall (rear Extension)

**CONFIDENTIAL MATTER**

**The public were asked to leave to allow discussion of the following confidential matter**

**362/19 Clerk's Probationary Review**

Cllr. Lucas circulated to members a report prepared by himself and Cllr. Herra & Chillcott following a review with the Clerk held on November 8<sup>th</sup> 2019. He recommended that the Council confirm that the Clerk/RFO had successfully completed the required six months' probation and that as a result he be confirmed in post and awarded a modest salary increase with effect from January 1<sup>st</sup> 2020.

Proposed by Cllr. Herra, Seconded by Cllr. Chillcott. **APPROVED**

**Action – Clerk to advise the Council's payroll provider of the revised salary.**

***With no further business to transact, the Chairman closed the meeting at 9.30p.m.***