



**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM ON TUESDAY MAY 12<sup>th</sup> 2020**

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

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

By invitation: Dist. Cllr. Diane Andrews; Dist. Cllr. Derek Tipp; County Cllr. Edward Heron

No members of the public were present

**STANDARD AGENDA ITEMS**

**74/20 Apologies**

Dist. Cllr. Joe Reilly

**75/20 Declarations of Interest in items on the Agenda**

None

**76/20 Public Session**

There were no members of the public present to speak.

**77/20 County and District Councillors Reports**

County Cllr. Edward Heron advised that following the relaxing of COVID-19 restrictions Forestry England would be re-opening their car parks (other than those with ground nesting bird restrictions) from tomorrow. He emphasised how impressed he was with work of local volunteer groups in supporting those “shielding” from the virus. He reminded the meeting of the HCC support line number (0333 370 4000) for “vulnerable” people.

Cllr. Chillcott asked if it was “Business as Usual” for HCC Highways and Cllr. Heron advised that emergency works had been continuing with other works on more rural (less busy) roads now being undertaken.

District Cllr. Andrews had provided a report (a copy of which is included in the supporting documents for this meeting on our website). In addition she advised that the NFDC Coastal car parks were re-opening from tomorrow but with payment by the use of a Parking Clock or Ringo phone app. She also expressed thanks to the volunteer led and run “isolation” groups operating to help local people.

Cllr. Chillcott asked if she knew how much of the £3.2bn of additional funding to councils was to be received locally. On her behalf Cllr. Heron explained that these funds were predominately being paid to County and Unitary authorities. He was aware that NFDC had received £70k in the first tranche. NFDC was expecting to receive £1.5m and HCC £53m in the second tranche although they were currently losing £1m and £20m per month respectively.

District Cllr. Tipp advised that a “traveller” caravan was parked up in the layby along Southampton Road, Bartley once again. The Clerk advised that he would provide an update on this in his report later in the meeting. Cllr. Tipp also advised that the NFDC review of leisure centres was currently on hold.

**78/20 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

20/00225 – Workshop adjacent to Avebury (now known as Paddock View), Shepherds Road, Bartley, SO40 2LH - Determination as to whether Prior Approval is required for proposed Change of Use of office building (Use Class B1(a)) to no. 1 Residential unit (Use Class C3).

Signed by the Chairman: . . . . . Date: . . . . .

After a discussion, all councillors were agreed that our response should be as follows:-

Parish Comment: 4 - We recommend REFUSAL, for the reasons listed below, namely "We would ask NFNPA to request a formal planning application for this change of use. If this were a new build residential property it would be refused as it is against NFNPA Local Plan policy SP19 and SP21".

20/00244 – Glenburnie, Southampton Road, Cadnam, SO40 2NF - Single storey rear extension

All councillors were agreed that our response should be as follows:-

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed below, namely "Request complies with NFNPA Local Plan policy DP36".

#### **NFDC Planning Applications**

20/10410 – McDonalds Restaurant, Romsey Road, Ower, SO51 6GF – Installation of 4 no. new digital freestanding signs; 1 no 15" digital booth screen (Application for Advertising Consent)

After a discussion, Cllr. Goodwin suggested that a vote be taken on the use of Parish Comment: 1 – We recommend PERMISSION, for the reasons listed, but would accept the decision reached by the NFDC's Officers under delegated powers. The outcome of the vote was:- In Favour 5, Against 2. Vote carried 5-2.

#### **NFNPA Tree Works Requests**

CONS/20/0174 – Byways, Winsor Lane, Winsor, SO40 2HG – Prune 1 x Holly & Prune 1 x Hawthorne

CONS/20/0175 – 18 Shepherds Close, Bartley, SO40 2LJ – Fell 1 x Ash

CONS/20/0180 – Marieholme, Chingham Rd, Bartley, SO40 2LF – Prune 1 x Ash; Prune 1 x Oak; Fell 3 groups of Ash.

Due to responses needing to be submitted before the date of the meeting, councillor opinions were gathered by e-mail and unanimous "Leave decision to Trees Officer" responses were sent to NFNPA for all three applications on April 24<sup>th</sup> 2020

#### **NFDC Tree Works Requests**

No applications

#### **79/20 Planning Decisions made since last Council meeting**

##### **NFNPA**

##### **Planning Applications decided**

20/00075 – 8 Pundle Green, Bartley, SO40 2LG – Single storey rear extension. NFNPA Decision – Grant subject to conditions.

20/00103 – Bartley House, Brockishill Road, Bartley, SO40 2LN – Single storey extension. NFNPA Decision – Grant subject to conditions

20/00104(LBC) – Bartley House, Brockishill Road, Bartley, SO40 2LN – Single storey extension (Listed Building consent). NFNPA Decision – Grant subject to conditions.

20/00143 – Hollybank Cottage, Newbridge Road, Cadnam, SO40 2NX – Outbuilding; demolition of existing outbuilding. NFNPA Decision – Grant subject to conditions

20/00156 – Dybdale, Southampton Road, Cadnam, SO40 2NF – Single storey extension, first floor extension (demolition of existing conservatory). NFNPA Decision - Refuse

**NFDC** – No cases

**80/20 To Approve the Minutes and agreed actions of the Meeting of April 14th 2020**

In favour 6, Against 0, Abstaining 1

**RESOLVED:** The minutes were agreed and soon as is practical it will be signed by the Chairman.

**ACTION – Clerk to ensure that the minutes are signed by the Chairman**

**81/20 Matters arising from the Minutes of the previous meeting**

69/20 ACTION – Clerk e-mailed HCC Highways on April 11<sup>th</sup> 2020 and shared response received with Councillors on April 15<sup>th</sup> 2020 (details are also included in the Clerk’s Report to today’s meeting).

**REPORTS AND PRESENTATIONS**

The Chairman noted that with the Council now adjusting to online rather than face to face meetings it may be possible to consider re-introducing items to this section of the agenda for future online meetings.

**COUNCIL ADMINISTRATION – Finance**

**82/20 To receive the 2019/20 Year End Budget Report from Chair of Finance Committee**

On behalf of the Chair of the Finance Committee the Clerk talked through this report (a copy of which is included in the supporting documents for this meeting on our website). The Chairman asked the members to accept the report. All members voted in favour of accepting the report.

**83/20 To receive the Final Internal Audit Review for 2019/20**

The Clerk presented to the meeting the above review (a copy of which is included in the supporting documents for this meeting on our website) prepared by Tim Light, the Council’s Internal Auditor. The Chairman asked the members to accept the report. All members voted in favour of accepting the report.

**84/20 To receive and approve the Annual Governance and Accountability Return Part 3 for 2019/20 (“AGAR”)**

The Clerk presented the AGAR (a copy of which is included in the supporting documents for this meeting on our website) to the meeting. The Chairman asked the members to approve the relevant sections:-

a) Section 1 – Annual Governance Statement 2019/20 (page 4 of 6). All members voted in favour of approving the Annual Governance Statement 2019/20.

**RESOLVED** – Section 1 of the AGAR was approved

b) Section 2 – Accounting Statements 2019/20 (page 5 of 6). All members voted in favour of approving the Accounting Statements 2019/20.

**RESOLVED** – Section 2 of the AGAR was approved

**ACTIONS – i) The Clerk to arrange for the AGAR to be signed and forwarded (along with the required supporting documents) to the external auditors, PKF Littlejohn. ii) The Clerk to arrange for the required “Notice of Public Rights” to be displayed .**

**85/20 To receive and approve the Schedule of Reserves as at March 31<sup>st</sup> 2020**

The Clerk presented to the meeting the above report (a copy of which is included in the supporting documents for this meeting on the Parish website) The Chairman asked the members to approve the report. All members voted in favour of approving the report.

**RESOLVED** – The report was approved.

**86/20 To receive and approve the Schedule of Assets as at March 31<sup>st</sup> 2020**

The Clerk presented to the meeting the above report (a copy of which is included in the supporting documents for this meeting on the Parish website) The Chairman asked the members to approve the report. All members voted in favour of accepting the report.

**RESOLVED** – The report was approved.

**87/20 To receive and agree the Bank Reconciliation for April 30th 2020**

The Bank Reconciliation was presented to the meeting by the Clerk. It was checked and agreed by all members. As soon as is practical it will be signed by Cllr. Herra.

**ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Herra**

**88/20 To receive and agree the monthly payment schedule for March 2020**

The Monthly Payment Schedule comprising six payments for a total of £1,475.19 was presented to the meeting by the Clerk. The schedule was approved by all members. As soon as is practical the schedule and the required Electronic Payments instructions (ref EP3 to EP6) will be signed by Cllrs. Lucas and Goodwin.

**ACTION – Clerk to ensure that the schedule and Electronic Payments instructions are signed by Cllrs. Lucas and Goodwin.**

**89/20 To receive and approve a report on the Lengthsman scheme**

The Clerk presented a two part report (a copy of which is included in the supporting documents for this meeting on the Parish website). The first part was to provide the members with a copy of the Statement of Account for 2019/20 for the £1,000 HCC grant administered on behalf of the Parish by Wellow Parish Council. The second part was a proposal that, in accordance with the Lengthsman Scheme Procedure adopted by the Council on September 11<sup>th</sup> 2018, we task the Lengthsman with a number of jobs (removal of vegetation from around our noticeboards and works related to two sets of railings marking watercourses in the Parish). Prior to voting, it was suggested that we extend the works related to the railings to cover other sets within the Parish. All members voted in favour of the extended proposal.

RESOLVED – The Clerk be instructed to obtain quotes from the Lengthsman.

**ACTION – Clerk to obtain quotes and present them to the June meeting for discussion and approval.**

**90/20 Correspondence & Clerk's Report**

The Clerk presented his report (a copy of which is included in the supporting documents for this meeting on the Parish website). He also advised that the “traveller caravan” in the Southampton Road, Bartley layby had been reported to both HCC Highways and the HCC Gypsy Liaison Team. Under the current Coronavirus restrictions, Travellers are considered a “vulnerable group” and so action to evict cannot be taken. Additionally, the courts are not hearing such applications. The HCC Gypsy Liaison Team have agreed to keep me up to date with the position including any concerns from HCC Highways.

**ACTION- Clerk to maintain contact with HCC Gypsy Liaison Team and keep Council members updated.**

**91/20 Chairman's Report**

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

**92/20 Councillors Reports**

Cllr. Chillcott presented his report (a copy of which is included in the supporting documents for this meeting on our website). The Clerk confirmed that it was in order for Cllr Chillcott to approach the co-ordinators of the Parish Pickers and the Community Speedwatch but in respect of the latter Hampshire Police would need to give approval for any new locations to be monitored.

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

**ACTION – Clerk to talk to HCC Highways regarding outstanding work(?) near The Brickyard.**

Cllr Hawks – Old Romsey Road roadworks are underway and local issue of garden wastes fly-tipping has been reported to NFDC.

**93/20 Agenda Items for the Next Meeting**

- Lengthsman – June Tasks report (re minute 89/20) - DR
- Parish Design Statement (update only) - GC
- Council Objectives (re minute 50/20) - SL

**94/20 To Confirm the next meeting**

The next meeting will take place on June 9<sup>th</sup> 2020 (venue and/or meeting method will be advised in due course depending on current COVID-19 restrictions).

***With no further business to transact, the Chairman closed the meeting at 8.51pm***

DRAFT