

COPYTHORNE PARISH COUNCIL MEETING TUESDAY JULY 14TH 2020

Item 16. Correspondence & Clerks Report

1. **New Inn Road, Bartley** – Further to my last report at our June 2020 meeting and having chased HCC Highways I received the following response on July 1st 2020, *“The routine inspection of this road was carried out on 5th May 2020 and no safety defects were identified as a result of this although some minor surface defects were noted. As such, HCC will not be carrying out any work at this location at this time. This location will continue to be monitored through routine inspections until such a time as a defect that meet’s HCC’s safety intervention criteria becomes apparent. We appreciate that this isn’t the response you were hoping for, but we trust that this clarifies the Council’s current position.”*. I have diarised for early September to obtain details of HCC Highway’s August inspection
2. **Caravans in HCC Highways layby at Southampton Road, Bartley** – Having contacted the HCC Gypsy Liaison Team on July 8th I was advised that the situation remains the same that under the current Coronavirus restrictions, Travellers are considered a “vulnerable group” and so action to evict cannot be taken. I am aware that NFDC are collecting rubbish from the site. The GLT are continuing to keep me up to date with the position.
3. **Japanese Knotweed** – Following our last Council meeting details have - as requested by members - been added to the “Our Latest News” section of the Parish Council website. Additionally, a more in depth article has been included in our July newsletter. I am also pleased to report that following a suggestion by me Cllr. Lucas has successfully arranged for the inclusion of a full page article in the August edition of the Stanley’s Own Magazine. I am most grateful to the editors of the magazine for agreeing to include the article as a “public service” free of charge.
4. **Footpath Access Issue (RoW 057/7 – Chinham Road to Bourne Road)** – The Countryside Service Access Team have advised me that due to the large number of reported issues being dealt with they are still investigating issues relating to this footpath. A diary note has been made to check for updates.
5. **Footpath clearance contract update – Following my e-mail to the Countryside Service Access Team (“CSAT”)** regarding the withdrawal of the “Priority Cutting List” contract I am pleased to report that on June 11th I received this reply, *“...We have looked at all the responses from the parishes and have now had the opportunity to work out how we can get your paths cut. It is envisaged that HCC will be able to contribute toward any locally organised contract to the same or similar value as had been assigned for the County’s contract. The following paths were due to be cut this year in August - paths 2, 3, 5 and 9. Please advise of any costs or quotes you have secured from your local contractor to cut the selected paths in your Parish and we hope to come to some arrangement.”* I have asked the Lengthsman to supply quotes which will then be discussed with the CSAT before seeking Council permission to proceed.
6. **Matters reported to HCC** – Attached is a list of matters reported by the Clerk to HCC. Also included are matters reported by councillors or residents who have then supplied the reference number to me.
7. **Playground & Visual Inspections** – Following changes to HM Government COVID-19 guidance the playground was re-opened on July 6th. Notices regarding conditions for use have been placed at the playground. A new list of visual inspection dates has been issued to the councillors that conduct them.
8. **Advisory Committees** - I am aware of the following meetings that have been scheduled for the next two months. All are expected to be “virtual meetings” via Zoom:-

Flooding	July 23 th 2020 (10am)
Finance	September 22 nd 2020 (10am)
Five Year Plan	September 22 nd 2020 (10.30am)
Media & Publicity	October 2 nd 2020 (11am)
Personnel & Governance	October 2 nd 2020 (12pm)

David Rigby, Parish Clerk
July 8th 2020

ISSUES REPORTED TO HCC or NFDC FAULT REPORTING WEBPAGE DURING 2020 (updated 8/7/20)

DATE REPORTED	REFERENCE NUMBER	BRIEF DESCRIPTION OF ISSUE RAISED	REPORTED TO HCC BY	FIRST CHECK DUE ON	LAST CHECKED	COMMENT	RESOLVED
15/01/2020	21463492	Winsor Road, road flooding issue	John Goodwin	22/01/2020	02/06/2020	Enquiry complete	22/05/2020
16/01/2020	21473741	Winsor Road, Surface water drainage issue	David Rigby	23/01/2020	02/06/2020	Enquiry complete	22/05/2020
20/01/2020	21475318	New Inn Rd/Rockram Close, block ditch	David Rigby	27/01/2020	08/07/2020	2/7 - Work passed to contractor	
20/01/2020	21475328	New Inn Rd/Rockram Close, overgrown vegetation	David Rigby	27/01/2020	03/03/2020	Lengthsman cleared	28/02/2020
09/02/2020	21481011	New Inn Road, ditch issue (non highway)	John Goodwin	16/02/2020	08/07/2020	25/6 - Comment added	
10/02/2020	21481433	Pound Lane drainage issue	John Goodwin	17/02/2020	08/07/2020	7/7 - Enquiry completed. Queried	
13/02/2020	21482808	Newbridge Road, drains issue under M27 bridge	David Rigby	20/02/2020	08/07/2020	7/7 Work completed. To be checked	
19/02/2020	21484689	Dangerous Tree - The Gables, Pollards Moor Road	John Goodwin	26/02/2020	26/02/2020	progressing	27/02/2020
19/02/2020	21486037	Field ditch issue causing flooding, Barrowhill Road	Resident	26/02/2020	03/03/2020	Enquiry complete	02/03/2020
24/02/2020	21486399	Drainage Issue - Meadow View, Pollards Moor Road	David Rigby	02/03/2020	17/06/2020	Enquiry complete	04/06/2020
28/02/2020	21488236	Pound Lane drainage issue	David Rigby	06/03/2020	17/06/2020	19/6 - Works Completed	19/06/2020
22/03/2020	21494617	New Inn Road Drainage issue	Graham Chillcott	30/03/2020	07/04/2020	24/3 - Made safe/repared	24/03/2020
22/03/2020	21494619	Barney Hayes Lane, broken road sign	Graham Chillcott	30/03/2020	04/05/2020	20/4 - Work completed	20/04/2020
11/04/2020	7061319	Query condition of New Inn Rd (direct to Highways)	David Rigby	27/04/2020	08/07/2020	1/7 - No inspection issues. Diarised	
29/04/2020	21497228	Carriageway issue opposite The Brickyard, Winsor	David Rigby	06/05/2020	08/07/2020	22/5 - Work Raised	
29/04/2020	7066731	Query re surface repairs to Pollards Moor Road	David Rigby	06/05/2020	04/05/2020	4/5 - Works are only initial	04/05/2020
28/05/2020	21500177	Query whether service road is Highway	David Rigby	04/06/2020	01/06/2020	Enquiry complete - Not Highway	01/06/2020
05/06/2020	CS1977304	Missing bin at Pollards Moor/Soton Road xroad	David Rigby	12/06/2020	08/07/2020	5/6 - Under investigation	
12/06/2020	21502202	Concern over oak tree at The Parade	David Rigby	19/06/2020	08/07/2020	7/7 - Tree to be inspected by HCC	
16/06/2020	CS1979678	Flytipping in Old Romsey Road	David Rigby	23/06/2020	08/07/2020	3/7 - Resident responsible visited	
16/06/2020	CS1979684	Broken street name sign at The Brickyard	David Rigby	23/06/2020	08/07/2020	30/6 - New Sign being ordered	
04/07/2020	21505560	Fallen tree, Southampton Road, Cadnam	Graham Chillcott	11/07/2020	08/07/2020	7/7 - GC advised removed	

Number only = HCC

CS and Number = NFDC

Clerk's response to Cllr. Goodwin's questions regarding public release of notes of Advisory Committee Meetings

BACKGROUND

On July 1st 2020, in connection with the work being undertaken by Cllr. Chillcott on the Parish Design Statement, Cllr. Goodwin sent me an e-mail (copied to all councillors) containing the following questions:-
"Am I correct in my understanding that if a request was made under our published Information and Data Protection Policy for the notes of an advisory committee meeting, such information would have to be provided? Clearly the Freedom of Information details currently on our website needs updating. On this basis can you please confirm that there is no reason why I, as a councillor, cannot circulate the notes of an advisory committee meeting outside the Council?"

ACTIONS TAKEN

On July 2nd 2020 I responded to Cllr. Goodwin (copied to all councillors) as follows:
"I will need to take external advice before I am in position to answer your two questions. As soon as I have answers I will be back in touch".

PRESENT POSITION

Having sought the guidance of the Society of Local Council Clerks I am able to report the outcome to Council.

In answer to Cllr. Goodwin's first question I can confirm that a member of the public is entitled to see copies of the notes. It therefore follows that the answer to Cllr. Goodwin's second question is that he (or any councillor) can circulate the notes once they have been published.

The guidance I have received though has raised other points which I didn't appreciate due to my lack of experience as a Clerk when I was asked by Cllr. Goodwin at my first Council meeting in May 2019 to establish the Terms of Reference for what were then termed "Working Parties". (Minute 249/19).

In short, it was right to move away from Working Parties". I have been pointed to The Good Councillor's Guide which describes these as follows:- *Working Parties or "task and finish groups are occasionally set up for a short term purpose. They are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. As all of our Advisory Committees (previous working parties) have ongoing roles rather than a short term purpose they should not be "Working Parties".*

The Council's requirement for membership to be confirmed by Council and for Terms of Reference to be in place though mean that the workings of our Advisory Committees should be public.

ACTIONS REQUIRED

So, going forward, the following needs to happen:-

1. Notes of all previous Advisory Committee Meetings will (subject to redaction of any confidential matters) be placed on our website (under a new tab within the "Meetings" section).
2. Meeting dates for future Advisory Committee Meetings will be published on our website (as above).
3. Public attendance (but not involvement, unless agreed by Council) will be allowed in accordance with the Local Government Act 1972 (s.100).
4. Notes of all future Advisory Committee Meetings will be placed on our website (as above).
5. I will review the Terms of Reference for all Advisory Committee and bring forward for adoption at our next Council meeting on September 8th 2020 amendments to reflect the above requirements.

David Rigby

Clerk to Copythorne Parish Council

July 14th 2020