



**MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.05 PM ON TUESDAY JUNE 9<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: County Cllr. Edward Heron

No members of the public were present

**STANDARD AGENDA ITEMS**

**95/20 Apologies**

Dist. Cllr. Diane Andrews          Dist. Cllr. Joe Reilly          Dist. Cllr. Derek Tipp

**96/20 Declarations of Interest in items on the Agenda**

None

**97/20 Public Session**

There were no members of the public present to speak.

**98/20 County and District Councillors Reports**

Prior to the meeting District Councillors Diane Andrews and Derek Tipp had provided written reports (copies of which are included in the supporting documents for this meeting on our website). County Councillor Edward Heron reported that from June 15<sup>th</sup> visits to Hampshire Waste Recycling Centres will need to be booked in advance either online or by phoning 023 80179949

**99/20 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

20/00293 – Newbridge Farmhouse, Newbridge, Cadnam, SO40 2NW – Detached garage with office and potting shed; demolition existing attached carport and garage.

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed below *“No objections from neighbours; Tree Officer has no objections; In accordance with DP37 we would wish to see a condition excluding use as habitable residential floorspace.”*

Cllr. Chillcott proposed, Cllr. Herra seconded. All members were in favour

20/00334 – Dybdale, Southampton Road, Cadnam, SO40 2NF - Single storey rear extension; first floor extension; demolition of existing conservatory

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed below *“We are though concerned at the use of large areas of glazing in the apex’s of the gable ends of the extension. These large areas of glazing could, if not suitably curtained at night, lead to high levels of light pollution which is an issue of concern under DP2 of the NFNPA Local Plan”*.

Cllr. Chillcott proposed, Cllr. Rhodes seconded. All members were in favour

**NFDC Planning Applications**

None

**NFNPA & NFDC Tree Works Requests**

None

**100/20 Planning Decisions made since last Council meeting**

**NFNPA**

**Appeals decided**

19/00331 – The Jays, Winsor Road, Winsor, SO40 2HE – Application to vary condition 2 of planning permission 17/00249 First floor extension; solar panels; replacement rear conservatory; cladding; replacement outbuilding to allow minor material amendments by revising designs of the approved plans - Appeal allowed.

**Planning Applications decided**

20/00244 – Glenburnie, Southampton Road, Cadnam, SO40 2NF – Single storey rear extension, etc. NFNPA Decision – Grant subject to conditions

20/00225 – Workshop adjacent Avebury, 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 1no. Residential unit (Use Class C3). NFNPA Decision – Raise no objection

**Tree Works Requests decided**

CONS/20/0174 – Byways, Winsor Lane, Winsor, SO40 2 HG - Prune 1 x Holly; Prune 1 x Hawthorn - Raise no objections.

CONS/20/0175 – 18 Shepherds Close, Bartley, SO40 2LJ - Fell 1 x Ash - Raise no objections

CONS/20/0180 – Marieholme, Chinham Road, Bartley, SO40 2LF – Prune 1 x Ash; Prune 1 x Oak; Fell 3 x group of Ash – Raise no objections

**NFDC**

**Planning Applications decided**

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 advertisement consent). NFDC Decision – Grant subject to conditions

**NFDC**

**Tree Work Requests decided**

No cases

**101/20 To Approve the Minutes and agreed actions of the Meeting of May 12th 2020**

All in favour

**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**

**102/20 Matters arising from the Minutes of the previous meeting**

80/20 - ACTION - The Minutes have been signed by Chairman.

84/20 - ACTION - The Clerk completed these tasks on Monday June 8<sup>th</sup>

87/20 - ACTION - Cllr. Herra signed the reconciliation.

88/20 - ACTION - Cllrs. Lucas & Goodwin signed & returned schedule & Electronic Payment Instructions.

89/20 - ACTION - The Clerk obtained quotes & will be presenting them as agenda item 9 tonight.

90/20 - ACTION - The Clerk has been maintaining contact with the HCC Gypsy Liaison Team and will be updated members as part of agenda item 15 for tonight’s meeting.

92/20 - ACTION The Clerk’s discussion with HCC Highways are ongoing and members will be kept updated via the Clerk’s Report.

## REPORTS AND PRESENTATIONS

### 103/20 Lengthsman Scheme – To discuss & approve proposed tasks for June 2020

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on our website) as requested at May 12<sup>th</sup> 2020 meeting. Cllr. Chillcott proposed that the Lengthsman's quotes for all the works listed be accepted, Cllr. Herra seconded, all members in favour.

**RESOLVED** – The Lengthsman's quotes be accepted.

It was noted that the list of "metal barriers" was not complete and members agreed to supply Clerk with details of others within the parish so that they could be included for work in future years.

**ACTION** – Clerk to instruct Lengthsman

**ACTION** – Members to supply Clerk with details of those metal barriers not listed to enable a complete list to be compiled

### 104/20 To receive an update on progress of Parish Design Statement (PDS)

Cllr. Chillcott presented a report (a copy of which is included in the supporting documents for this meeting on our website) which members accepted and asked Cllr. Chillcott to continue with the initial work on the PDS. Cllr. Chillcott confirmed that he was happy to do so and asked all members to provide him and the Clerk with their thoughts/comments on his work so far. Cllr. Goodwin was concerned that any comments would be vetted before sharing with all members. The Clerk advised that this would not be the case. Cllr. Lucas advised the meeting that whilst the initial progression of the PDS sat with the Five Year Plan Advisory Committee it would in time move to an Advisory Committee of its own.

### 105/20 To receive and approve a report on Council Objectives

Cllr. Lucas presented a report (a copy of which is included in the supporting documents for this meeting on our website) containing three recommendations for adoption. Cllr. Goodwin asked that item I under "Objectives Against Proposed Headings" be added as a fourth recommendation. This proposal was seconded by Cllr. Rhodes, all members in favour.

A vote on the revised recommendations was proposed by Cllr. Goodwin, seconded by Cllr. Herra, all members in favour.

**RESOLVED** – The report now with four recommendations was approved.

### 106/20 To receive and approve a report on 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 our website) for adoption. Cllr. Goodwin suggested that:-

- i.) The retention period for "Reports", "Newsletters" and "Correspondence" be increased to 6 years.
- ii.) The section on retention of planning documents be removed as NFNPA & NFDC deal with this.

The Clerk accepted these suggested. Adoption of the report, subject to those changes was proposed by Cllr. Herra, seconded by Cllr. Wiggins, all members in favour.

**RESOLVED** – The policy document presented, amended as detailed above at i.) and ii.), was approved.

**ACTION** – Clerk to arrange for the policy document to be added to "Transparency" section of Council website.

## COUNCIL ADMINISTRATION – Finance

### 107/20 HALC – LCPD HR Service Membership Renewal 2020/21

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on our website) recommending an upgrade of the Council's HR Service membership level from "Bronze" to Silver" to take advantage of additional services. Acceptance of the recommendation was proposed by Cllr. Herra, seconded by Cllr. Wiggins, all members in favour.

**RESOLVED** – That the Council's HR Service membership level be raised from "Bronze" to Silver"

**108/20 To receive and agree the Bank Reconciliation for May 31st 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. Chillcott.

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

**109/20 To receive and agree the monthly payment schedule for June 2020**

The Monthly Payment Schedule comprising ten payments for a total of £2,062.56 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 EP7 to EP11) will be signed by Cllrs. Lucas and Rhodes.

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

**110/20 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). Members asked that in addition to the use of Facebook for education regarding Non-Native Invasive Species information be added to our Council website. Clerk confirmed that he would do this once suitable information had been obtained from sources such as HCC/NFDC/EA.

**111/20 Chairman’s Report**

The Chair presented his report (a copy of which is included in the supporting documents for this meeting on our website). He asked for members approval to make public that Barbara Smith (the Parish Hall Bookings co-ordinator) was the recipient of the Copythorne Parish Award 2020. All members in favour. A suitable occasion for presenting the award (COVID-19 restrictions allowing) would be identified.

**112/20 Councillors Reports**

Cllr. Chillcott presented his report (a copy of which is included in the supporting documents for this meeting on our website). He updated members that Chris Ford hoped to be in a position to start work on the phone box lighting in the next few weeks. He also thanked the Clerk for his work on the accounts for 2019-20 despite the additional challenges of dealing with the COVID-19 restrictions.

Cllr. Goodwin asked that the 2020 Council meeting schedule be updated on the Council Website. He also reported that the street name sign at The Brickyard needed repairing/replacing.

**ACTION – Clerk to supply Website provider with dates for the remainder of 2020.**

**ACTION – Clerk to report broken street name sign via the NFDC Streetscene reporting website.**

Cllr. Hawks reported that the garden waste fly-tipping at a property near her was still happening.

**ACTION – Clerk to discuss issue with NFDC and directly with Dist. Cllr Andrews**

**113/20 Agenda Items for the Next Meeting**

Flooding Advisory Committee Report

Agree Schedule for RoW Inspections

2020/21 Q1 Budgeting Report

**114/20 To Confirm the next meeting**

The next meeting will take place on July 14<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 8.55pm**