



**MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM ON TUESDAY JULY 14<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. Cllrs Diane Andrews, Joe Reilly and Derek Tipp

Two members of the public were present

**STANDARD AGENDA ITEMS**

**115/20 Apologies**

County. Cllr. Edward Heron

**116/20 Declarations of Interest in items on the Agenda**

None

**117/20 Public Session**

No members of the public present wished to speak.

**118/20 County and District Councillors Reports**

Prior to the meeting District Councillor Diane Andrews had provided a written report (a copy of which is included in the supporting documents for this meeting on our website). See also asked members if they had any suggestions for a name for the new NFDC Ward that Copythorne is expected to be part of. Cllr Goodwin suggested New Forest North East which other members thought appropriate.

**119/20 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

20/00423 – Ravenscroft, Winsor Lane, Winsor, SO40 2HG – Outbuilding.

Parish Comment: 1 – We recommend PERMISSION, but would accept the decision reached by the NFNPA’s Officers under their delegated powers.

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

20/00380 – Ivy Cottage, Barrow Hill Rd, Copythorne, SO40 2PH – Change of use to offices (use class B1 (a))

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed below *“Renewal of existing consent.*

Cllr. Herra proposed, Cllr. Wiggins seconded. Six members in favour, one member abstained.

20/00432 – 2 Mortimers Cottage, Romsey Road, Ower, SO51 6AF – Replacement outbuilding.

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed below *“Impact of size of building on main house and surroundings. Visual impact on nearby listed building. Concerns re potential for residential use.*

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

**NFDC Planning Applications**

None

### **NFNPA & NFDC Tree Works Requests**

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

CONS/20/0288 – Aden Cottage, New Inn Rd, Bartley, SO40 2LR - Prune 2 x Oak

CONS/20/0291 – The Hayes, Newbridge, Cadnam, SO40 2NW – Prune 2 x Oak, Fell 1 x Silver Birch

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 both of these applications on July 6<sup>th</sup> 2020

#### **NFDC Tree Works Request**

None

### **120/20 Planning Decisions made since last Council meeting**

#### **NFNPA**

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

20/00293 – Newbridge Farmhouse, Newbridge, Cadnam, SO40 2NW – Detached garage with office and potting shed. NFNPA Decision – Grant subject to conditions

##### **Tree Works Requests decided**

R14/15/20/0273 - Little Pundells, Brockishill Road, Bartley, SO40 2LN - Prune 1 x Oak tree

R14/15/20/0294 - Bramble Cottage, Old Romsey Road, Cadnam, SO40 2NP – Fell 1 x Poplar

R14/15/20/0306 - Little Pundells, Brockishill Road, Bartley, SO40 2LN – Prune 1 x Poplar Tree

All decided as Exempt Works – Safety Concerns

#### **NFDC**

##### **Planning Applications & Tree Works Requests**

No cases

### **121/20 To Approve the Minutes and agreed actions of the Meeting of June 9th 2020**

All in favour

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

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

### **122/20 Matters arising from the Minutes of the previous meeting**

101/20 The minutes have been signed by the Chairman

103/20 The Clerk has instructed the Lengthsman and is awaiting dates for the works to be undertaken

The Clerk has received no details of additional barriers from members

104/20 Clerk only received one e-mail (from Cllr. Goodwin) which was copied to all members.

106/20 The policy document has been added to the Council website

108/20 Cllr. Chillcott has signed the reconciliation

109/20 Cllrs. Lucas and Rhodes have signed and returned the schedule and Electronic Payment Instructions.

112/20 Dates of remaining Council meetings for 2020 have been added to the website

The Clerk has reported the broken street name sign and NFDC have the replacement in hand

The fly-tipping was reported & NFDC Enforcement have given guidance to the resident concerned

## REPORTS AND PRESENTATIONS

### 123/20 To receive an update of progress of Parish Design Statement

Cllr. Chillcott presented a report (a copy of which is included in the supporting documents for this meeting on our website). All members were grateful to Cllr. Chillcott for his initial groundwork. Cllr. Goodwin suggested that ahead of any public meeting background information be added to a dedicated page on our website. The Clerk asked Cllr. Goodwin to provide him with suggested items for inclusion to be discuss with Cllr. Chillcott. Cllr. Lucas asked if members were happy to accept the recommendation made in the report. Cllr Goodwin proposed, Cllr Rhodes seconded, all members in favour.

**ACTION – Cllr Goodwin to send Clerk possible items to be considered for inclusion on dedicated webpage.**

### 124/20 To receive a report from the Flooding Advisory Committee

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

## COUNCIL ADMINISTRATION – Finance

### 125/20 a. To receive and agree the Bank Reconciliation for June 30<sup>th</sup> 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. Lady Kara Hawks.

**ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Lady Kara Hawks**

#### **b(i). To receive and agree the monthly payment schedule for July 2020**

The Monthly Payment Schedule comprising ten payments for a total of £2,023.63 was presented to the meeting by the Clerk. The schedule was approved by all members. As soon as is practical the schedule & the required Electronic Payments instructions (ref EP12 to EP14a) will be signed by Cllrs. Lucas & Hawks.

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

#### **b(ii). To receive and agree the monthly payment schedule for August 2020 (as known at July 8<sup>th</sup> 2020)**

The Monthly Payment Schedule comprising four payments for a total of £732.62 was presented to the meeting by the Clerk. The schedule was approved by all members. As soon as is practical the schedule & the required Electronic Payments instruction (ref EP15) will be signed by Cllrs. Lucas & Hawks.

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

#### **c. To receive the Q1 2020/21 Budget Update**

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 accepted.

Proposed Cllr. Wiggins, Seconded Cllr. Rhodes, all in favour. **APPROVED**

### 126/20 To receive and approve three new Council policies relating to Staffing Matters:-

#### **a. Disciplinary Policy;            b. Grievance Policy            c. Anti- Bullying Policy**

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 accepted as presented.

Proposed Cllr. Rhodes, Seconded Cllr, Wiggins, all in favour. **APPROVED**

**ACTION – Clerk to add policies to Staff Handbook; update website; and diarise for annual review.**

**127/20 To receive and approve an amendment to Council Standing Orders in respect of Planning Application Matters**

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 accepted as presented.

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

**ACTION – Clerk to amend Standing Orders and update website with revised version.**

**128/20 To receive and approve various requests from various Advisory Committees to amend their Terms of Reference**

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 accepted as presented.

Proposed Cllr. Rhodes, Seconded Cllr. Wiggins, all in favour. **APPROVED**

**ACTION – Clerk to amend the Advisory Committee Terms of Reference and update website with revised version.**

**129/30 Clerk to issue for approval suggestion allocation of footpaths for councillors to inspect & report on by Aug 21st**

The Clerk presented a copy of the 2019 schedule of Rights of Way inspections in the Parish together with a copy of the “definitive statements” for the Rights of Way (copies of which are included in the supporting documents for this meeting on the Parish website). Between them councillors agreed on a few changes of “inspector”. A revised 2020 schedule will be issued by the Clerk shortly

**ACTION – Clerk to issue members with a copy of the revised inspection schedule & guidance for the task.**

**130/20 Correspondence & 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). In addition, the Clerk read an addendum to his report noting changes that need to take place in respect of the operation of all our Advisory Committees.

**ACTION – Clerk will undertake the five required actions and update members on progress.**

**131/20 Chairman’s Report**

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

**132/20 Councillors Reports**

Cllr. Herra was pleased to announce that Phase 1 of the Village Signs project was completed and that planning work on Phase 2 would now start.

**Standing Order 3z was suspended at 9pm to allow the meeting to continue**

Cllr. Chillcott presented his report (a copy of which is included in the supporting documents for this meeting on our website). It was noted that volunteers from the Parish may be need by the NFNPA to help with managing visitors to the Park in the summer. Co-ordinators from the Parish Council may also be needed.

Cllr. Rhodes reported that she had attended a HALC Planning Training Course which was most useful. She also mentioned the recent burst water supply pipe in Pollards Moor Road that had been repaired.



**133/20 Agenda Items for the Next Meeting**

- Impact of NFDC Local Plan (JG)
- Annual external Playground Inspection Report (SL)
- Parish Design Statement Update (GC)
- Consider Grant Applications (Clerk)
- Update on Advisory Committee Changes (Clerk)

**134/20 To Confirm the next meeting**

The next meeting will take place on September 8<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 9.27pm**