



**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM ON OCTOBER 13<sup>th</sup> 2020**

Members present: Cllr. Simon Lucas; Cllr. Graham Chillcott; Cllr. John Goodwin;  
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

Three members of the public were present

**STANDARD AGENDA ITEMS**

**155/20 Apologies**

Cllr. Steve Herra County. Cllr. Edward Heron Dist. Cllr. Joe Reilly

**156/20 Declarations of Interest in items on the Agenda**

None

**157/20 Public Session**

PCSO Richard Williams spoke about the broken glass panes in the Newbridge red telephone kiosk and the potential replacement of the Council's Speed Indicator Device ("SID"). He advised that whilst he prefers the educational value of a SID, Hampshire Police are willing to consider the use of "Speed Guns" by Community Speed Watch Teams. He also mentioned that NFDC has a SID which potentially the Copythorne CSW Team could borrow.

**158/20 County and District Councillors Reports**

Dist. Cllr. Tipp advised that the NFDC Environmental Panel would be meeting on October 15th to consider recommending their "Draft Waste Strategy" report to the NFDC's Cabinet. If that meeting agreed to do so and then the Cabinet approved the report a period of public consultation would follow.

Dist. Cllr Reilly added that it is important that NFDC "take the public with us" to improve recycling levels. He also advised that the Barker Mills Estate outline planning application for the land opposite Brookes Farm on Salisbury Road (within Netley Marsh Parish Council) has been submitted. He reported that he was getting good feedback on Copythorne PC's new "Village Signs". Finally, he mentioned that he had Councillor grant funds available if we had a proposal to submit to him.

Dist. Cllr. Andrews advised that NFDC had received £72k of Central Government funding to fund COVID support including the possible introduction of 4-5 "COVID Marshalls" to guide and explain COVID measures to the local public.

**159/20 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

20/00600– Kennington, Kennington Lane, Cadnam, SO40 2NE – Replacement dwelling; two outbuildings.  
Parish Comment: 3 – We recommend PERMISSION, for the reasons listed below "concern over aggregate sizes of buildings; request conditions - outbuildings and roof space in dwelling not to be used for habitable space; removal of permitted development rights (See NFNPA Planning Portal for full details)

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

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

**NFDC Planning Applications**

None

**NFNPA Tree Works Requests**

CONS/20/0465– Halloween Cottage, Brockishill Road, Bartley, SO40 2LN – Prune 1 x Oak tree; Prune 1 x Hornbeam tree; Prune 1 x group of unknown trees

CONS/20/00467 – The Kennels, Beechwood Road, Bartley, SO40 2LP – Prune 1 x Oak tree

CONS/20/496 – 1 Moulands Cottage, Winsor Road, Winsor, SO40 2HN – Fell 1 x Eucalyptus tree

Responses - Due to responses needing to be submitted before the date of the meeting, councillor opinions were gathered by e-mail and “Leave decision to Trees Officer” responses were sent to NFNPA for these three applications prior to the meeting.

CONS/20/0524 – Bramble Wood, Copythorne Crescent, Copythorne, SO40 2PE – Prune 1 x Lawson Cypress tree

CONS/20/0528 – Ravenscroft, Winsor Lane, Winsor, SO40 2HG – Fell 3 x Apple tree

CONS/20/0549 – Whitehorn, Winsor Road, Winsor, SO40 2HP – Fell 1 x Picea tree

Responses – All three “Leave decision to Trees Officer”

**NFDC Tree Works Request**

None

**160/20 Planning Decisions made since last Council meeting**

**NFNPA**

**Planning Applications decided**

20/00480 – The Brackens, Vicarage Lane, Copythorne, SO40 2PA – Two storey extension; single storey extension; render; conversion of garage to facilitate additional habitable accommodation

NFNPA Decision – Delegated to officer - Grant subject to conditions

**NFNPA Tree Works Requests decided**

CONS/20/00412 – Bartley House, Brockishill Road, Bartley, SO40 2LN – Prune 1 x Arbutus tree, Fell 1 x Sycamore Tree, Prune 1 x Oak tree

CONS/20/0447 – Glensyde, Chinham Road, Bartley, SO40 2LF – Prune 1 x Oak

CONS/20/0465– Halloween Cottage, Brockishill Road, Bartley, SO40 2LN – Prune 1 x Oak tree; Prune 1 x Hornbeam tree; Prune 1 x group of unknown trees

CONS/20/00467 – The Kennels, Beechwood Road, Bartley, SO40 2LP – Prune 1 x Oak tree

All “Raise no Objection”

**NFDC**

**Planning Applications & Tree Works Requests**

No cases

**161/20 To Approve the Minutes and agreed actions of the Meeting of September 8th 2020**

Proposed Cllr. Chillcott, Seconded Cllr. Goodwin. 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**

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

**162/20 Matters arising from the Minutes of the previous meeting**

- 140/20 The Clerk wrote to Steve Avery as requested on Sept 30<sup>th</sup> 2020, a reply is awaited (& diarised).
- 141/20 The Chairman signed the minutes.
- 143/20 The Clerk cancelled the booking.
- 146/20 a(i) Cllr. Lucas signed the reconciliation.
- 146/20 a(ii) Cllr. Rhodes signed the reconciliation.
- 146/20 b(i) Cllrs. Lucas & Herra signed & returned the schedule & Electronic Payment Instructions.
- 146/20 b(ii) Cllrs. Lucas & Chillcott signed & returned the schedule & Electronic Payment Instructions.
- 147/20 The Clerk completed these actions.
- 148/20 The Clerk completed these actions.
- 149/20 The Clerk completed these actions.

**REPORTS AND PRESENTATIONS**

**163/20 To receive a report on the Splitwind Pond Maintenance Programme**

On behalf of Cllr. Goodwin, the Clerk presented a report (a copy of which is included in the supporting documents for this meeting on our website).  
Acceptance of the report was proposed by Cllr. Rhodes, Seconded Cllr. Chillcott, all in favour.

**164/20 To receive and approve an updating report on the Parish Design Statement**

Cllr. Chillcott presented a report (a copy of which is included in the supporting documents for this meeting on our website). Cllr. Goodwin asked that the top line of the leaflet be changed to “A Major New Initiative Development for Copythorne Parish” in case any confusion was caused. Cllr. Chillcott was happy to make this change.

**RESOLVED:** The report be accepted subject to the change agreed above  
Proposed Cllr. Chillcott, Seconded Cllr. Rhodes, all in favour. **APPROVED**

**ACTION – Clerk to be supplied with details of proposed leaflet to enable quotes to be obtained. Cllr. Chillcott to bring a request for spending approval to the next Council meeting.**

**165/20 To receive and approve a report on the Annual Playground Inspection**

Cllr. Lucas presented a report (a copy of which is included in the supporting documents for this meeting on our website). It was confirmed that “Specific Note 1” on page 3 of Cllr. Lucas’ report would no longer form part of this report as the contents of that note would form part of the Chairman’s Report later in the meeting.

**RESOLVED:** The report be accepted as amended.  
Proposed Cllr. Chillcott, Seconded Cllr. Wiggins, all in favour. **APPROVED**

**166/20 To receive an approve a report on a replacement for the Copythorne Speed indicator Device**

Cllr. Lucas presented a report (a copy of which is included in the supporting documents for this meeting on our website). Following discussions it was agreed to remove recommendations 1 & 3 of the report and add the words “..and bring a report to the next meeting with the results of those investigations” to recommendation 2.

**RESOLVED:** The report be accepted as amended.  
Proposed Cllr. Chillcott, Seconded Cllr. Wiggins, all in favour. **APPROVED**

**167/20 To receive and approve an update on the Telephone Boxes Project**

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

**RESOLVED:** The report be accepted as presented

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

**ACTION – Clerk to arrange the agreed transfer of reserves and make the agreed purchases**

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

**COUNCIL ADMINISTRATION**

**168/20 a. To receive and agree the Bank Reconciliation for September 30th 2020**

The Bank Reconciliation was presented to the meeting by the Clerk. As soon as is practical it will be signed by Cllr. Wiggins.

Proposed Cllr. Lady Kara, Seconded Cllr Wiggins, all in favour. **APPROVED**

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

**b. To receive and agree an additional monthly payment schedule for October 2020**

The Monthly Payment Schedule comprising eight payments for a total of £2,148.11 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 EP26 to EP30) will be signed by Cllrs. Lucas & Wiggins.

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

**ACTION – Clerk to ensure schedule & electronic payments instructions signed by Cllrs. Lucas & Wiggins.**

**c. To receive Q2 2020/21 Budget Update**

The Clerk (as Responsible Financial Officer) presented the above update (a copy of which is included in the supporting documents for this meeting on the Parish website) and asked that the update be accepted.

Proposed Cllr. Lady Kara, Seconded Cllr. Wiggins, all in favour. **APPROVED.**

**169/20 To receive and approve a Staff Performance Appraisal Policy**

Cllr. Lucas 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 as presented.

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

**ACTION – Clerk to arranged for the new policy to be added to the Staff Handbook within the Transparency section of our website.**

**170/20 To receive and approve an updated Operating Framework for Council**

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 as presented.

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

**ACTION – Clerk to arrange for the new policy to be added to the Transparency section of our website.**

**171/20 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). Also added an update to advise that the HCC Highways August 2020 inspection of New Inn Road identified no safety defects and so no works planned. Clerk will update Council in due course regarding outcome of the planned November 2020 inspection by HCC Highways.

**172/20 Chairman’s Report**

The Chair presented his report (a copy of which is included in the supporting documents for this meeting on our website). As the Parish Hall Committee meeting only took place last night it wasn’t possible to provide a report of that meeting in advance of the Council meeting so Cllr Lucas provided details verbally which will be added to the supporting documents for this meeting on our website and issued to all members. A joint working party has been agreed with the Parish Hall Committee (“PHC”) to work on the issues relating to the Sport Wall and Field Access. The PHC have appointed Paul Hayward as their representative. Cllr. Chillcott proposed that Cllr. Rhodes be the Parish Council’s representative and all other members present supported this suggestion. Cllr. Rhodes accepted the role.

A brief for the working party will be agreed upon by the Chair of the PHC and the Parish Clerk. It will then be issued to the representatives on the working party and copied to all councillors.

**ACTION – Clerk to agree brief and issue as detailed above.**

**173/20 Councillors Reports**

Cllrs. Chillcott and Goodwin each presented a report (copies of which are included in the supporting documents for this meeting on our website). No other Councillor reports received.

**174/20 Suggested Agenda Items for the Next Meeting**

- Splitwind Pond Maintenance Programme (Clerk/JG)
- Parish Design Statement Update (GC)
- SID Replacement Report (Clerk)
- Consideration of actions towards establishment of an Environmental Policy for the Council (tba)
- Nominations to NFNPA Forest North East Conservation Area Working Group (Clerk)
- Review of Terms of Reference for representing the Parish Council on Outside Bodies (Nov/Dec – Clerk)
- Bartley Crossroads (December – GC)
- Sports Wall/Field Access (December – JR)
- Bus Shelter (January - JG)

**175/20 To Confirm the next meeting**

The next meeting will take place on November 10<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 9.51pm**