

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM ON DECEMBER 8<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

Three members of the public were present

**STANDARD AGENDA ITEMS**

**195/20 Apologies**

None

**196/20 Declarations of Interest in items on the Agenda**

None

**197/20 Public Session**

No members of the public wished to speak.

**198/20 County and District Councillors Reports**

In a report read by the Clerk, Dist. Cllr. Andrews reported that she had recently “attended” two events involving the Police & Crime Commissioner; explained her role as the NFDC representative on the Rural Management Strategy Steering Group (an NFNPA group looking at recreation management in the National Park); and advised on the introduction of COVID SAFE Ambassadors across the District.

Dist. Cllr. Reilly reported that NFDC had received circa 2.5k responses to the public survey on their Draft Waste Strategy. He also reported that NFDC car parks will be free for the next two weekends (Dec 12/13 and Dec 19/20) to support local Christmas shopping.

Dist. Cllr. Tipp advised of a possible change to future “Right to Buy” council house sales restricting subsequent sales of those houses to only people with local connections.

**199/20 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

20/00700 - Cadnam Green Yard, Cadnam Lane, Cadnam, SO40 2NU – Stable store in place of temporary shipping container

Parish Comment: 3 - We recommend PERMISSION (*See NFNPA Planning Portal for full details*)

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

20/00802 - Pine Ridge, Winsor Road, Winsor, SO40 2HN – Outbuilding (demolition of existing outbuilding)

Parish Comment: 1 - We recommend PERMISSION but would accept the decision reached by the NFNPA officers under their delegated powers.

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

20/00808 – Forest View Farm, Furzley Lane, Furzley, SO43 7JJ – Application for a Certificate of Lawful Development for retention of single storey rear extension

Parish Comment: 5 – We are happy to accept the decision reached by the NFNPA officers under their delegated powers.

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

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

**NFDC Planning Applications**

None

**NFNPA Tree Works Requests**

CONS/20/0659 – Fallow Wood Cottage, Chinham Road, Bartley, SO40 2LL – Prune 2 x Oak trees;

Responses - Due to the response needing to be submitted before the date of the meeting, councillor opinions were gathered by e-mail and a “Leave decision to Trees Officer” response was sent to NFNPA for the above application prior to the meeting.

**NFDC Tree Works Request**

None

**200/20 Planning Decisions made since last Council meeting**

**NFNPA**

**Planning Applications decided**

20/00607 – Mill House Farm, Southampton Road, Cadnam, SO40 2NF – Single storey extension; roof alterations to existing single storey extension

NFNPA Decision – Delegated to officer - Grant subject to conditions

**NFNPA Tree Works Requests decided**

CONS/20/0569 – The Bungalow, Whitemoor Lane, Winsor, SO40 2HD - Fell 6 x Poplar trees

CONS/20/0589 – St Jacques Cottage, Old Romsey Road, Cadnam, SO40 2 NP – Prune 2 x Poplar trees

CONS/20/0606 – Bartley Manor Coach House, Bartley Manor, Brockishill Road, Bartley, SO40 2LN - Prune 2 x Oak trees; Fell 1 x Horse Chestnut tree; Fell 1 x Spruce tree

NFNPA Decision – All three, Raise no objections

TPO/20/0576 – Tarquinian, Barrow Hill Road, Copythorne, SO40 2PH - Prune 1 x group of Oak trees; Prune 1 x group of Oak trees; Prune 3 x Oak trees

NFNPA Decision - Grant

R/14/15/20/0696 – Beechwood Farm House, Brockishill Road, Bartley, SO40 2LN – Prune 1 x Oak tree; Fell 1 x Ash tree

NFNPA Decision – Exempt Works

**NFDC**

**Planning Applications & Tree Works Requests**

No cases

**201/20 To Approve the Minutes and agreed actions of the Meeting of November 10th 2020**

Proposed Cllr. Herra, Seconded Cllr. Chillcott. 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**

**202/20 Matters arising from the Minutes of the previous meeting**

140/20 (FROM SEPT 2020 MTG) The Clerk received a response from Steve Avery on November 20<sup>th</sup> 2020 which has been shared with all members.

182/20 The Chairman signed the minutes.

184/20 The Clerk e-mailed a copy of the leaflet to all members; has arranged printing; and is discussing delivery with Royal Mail.

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

- 185/20 The Clerk has completed these actions.  
187/20 The Clerk has completed these actions & shared the answers received with all members.  
188/20 a. Cllr. Goodwin signed the reconciliation.  
188/20 b. Cllrs. Lucas & Goodwin signed & returned the schedule; Electronic Payment Instructions; and the cheque.  
189/20 The Clerk completed this action.  
191/20 The Clerk completed this action.

## REPORTS AND PRESENTATIONS

### **203/20 To receive 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).

**RESOLVED:** The two recommendations be accepted. **APPROVED**

Proposed Cllr. Chillcott, Seconded Cllr. Wiggins, all in favour

### **204/20 To receive and approve a report on the Splitwind Pond Maintenance Programme**

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

**RESOLVED:** The two recommendations be accepted.

1. Proposed Cllr. Chillcott, Seconded Cllr. Wiggins, all in favour
2. Proposed Cllr. Rhodes, Seconded Cllr. Goodwin, all in favour. **BOTH APPROVED**

**ACTION – Clerk to chase Catts Tree Care for a date for work regarding the Goat Willow removal and for their quote for the other works agreed.**

### **205/20 To receive and approve a report on the Speed Indicator Device Replacement**

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

**RESOLVED:** The two recommendations be accepted.

1. Proposed Cllr. Lucas, Seconded Cllr. Rhodes, all in favour.
2. Proposed Cllr Lucas, Seconded Cllr. Chillcott, all in favour. **BOTH APPROVED**

**ACTION – Clerk to progress purchase early in 2021/22 Council Year.**

### **206/20 To receive and approve a report on Parish Online – Mapping Software**

Cllr. Goodwin presented a report (a copy of which is included in the supporting documents for this meeting on our website). Following discussion Cllr Goodwin agreed to change recommendation 3 to read “To reconsider this matter at a later the February 2021 Council meeting”.

**RESOLVED:** The three recommendations be accepted, subject the third being changed as detailed above.

1. Proposed Cllr. Goodwin, Seconded Cllr. Chillcott, all in favour.
2. Proposed Cllr. Goodwin, Seconded Cllr. Chillcott, all in favour.
3. Proposed Cllr. Goodwin, Seconded Cllr. Chillcott, all in favour. **ALL THREE APPROVED**

**ACTION – Clerk to progress the recommendations**

### **207/20 To receive and approve an updating report on the NFDC Draft Waste Strategy.**

Cllr. Herra presented a report (a copy of which is included in the supporting documents for this meeting on our website). Following discussion Cllr Herra agreed to add a fourth recommendation that read “That there is an additional public consultation period prior to NFDC considering and finalising the strategy”.

**RESOLVED:** The four recommendations be accepted.

1. Proposed Cllr. Herra, Seconded Cllr. Lady Kara, all in favour.

2. Proposed Cllr. Herra, Seconded Cllr. Wiggins, all in favour.
3. Proposed Cllr. Herra, Seconded Cllr. Wiggins, all in favour.
4. Proposed Cllr. Herra Seconded Cllr. Lady Kara all in favour. **ALL FOUR APPROVED**

**ACTION – Clerk to send an e-mail to NFDC using Cllr. Herra’s report, including the four requests.**

## **COUNCIL ADMINISTRATION**

### **208/20 a. To receive and agree the Bank Reconciliation for November 30<sup>th</sup> 2020**

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

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

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

### **b. To receive and agree the Payments Schedule for December 2020**

The Monthly Payment Schedule comprising 11 payments for a total of £1,953.54 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 EP35 to EP37) and the two cheques (135 & 136) will be signed by Cllrs. Lucas & Herra.

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

**ACTION – Clerk to ensure schedule, electronic payments instructions and cheques are signed by Cllrs. Lucas & Herra.**

### **209/20 To receive the Responsible Financial Officers estimate of year end spending against 2020/21 budget and suggested budget for 2021/22**

The Clerk/Responsible Financial Officer 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

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

### **210/20 To receive and approve a review of the “Terms of Reference for representing the Parish Council on Outside Bodies” (the new “ToR”)**

The Clerk/Responsible Financial Officer presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website). Following concerns over the proposed wording of part of the new ToR it was suggested that this item be withdrawn; that members provided the Clerk with details of their concerns to enable him to present a fresh report at a future Council meeting; and that, for now, the existing ToR remained in force

Proposed Cllr. Herra, Seconded Cllr. Goodwin all in favour, **REPORT WITHDRAWN.**

**ACTION – Clerk to await comments from members; revise the proposed new ToR and present a fresh report at a future Council meeting.**

### **211/20 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).

**During this item Standing Order 3z was suspended at 9pm to allow the meeting to continue.**

Members were advised that since writing the report New Inn Road was inspected by HCC Highways on 22/11/20 with no safety defects recorded, although a surface patch repair was to be undertaken opposite Rockram Close later this month. Also, that HCC had served a court notice on the occupants of the caravan in the Southampton Road layby to move on.

The members agreed in principle to a possible memorial bench at Pollards Moor crossroads and that the Clerk could hold discussions with the donor.

**212/20 Chairman's Report**

The Chair presented his report (a copy of which is included in the supporting documents for this meeting on our website) and reminded members about the short deadline for articles for the December newsletter.

**213/20 Councillors Reports**

Cllr. Chillcott presented a report (a copy of which is included in the supporting documents for this meeting on our website). He added that all the large glass windows in the Newbridge phone box had been replaced with polycarbonate versions

Cllr. Rhodes reported that a local resident has raised a concern with her about walkers crossing the A31 dual carriageway between the Cadnam and M27 roundabouts as a route to/from the track that runs through the Forestry Commission land known as Rockram Wood. The resident has asked whether the Parish Council can see if HCC would be willing to put up signs on the road highlighting pedestrians crossing.

No other Councillor reports received.

**ACTION – Clerk to discuss the issue raised by Cllr. Rhodes with HCC Highways and report back to all members**

**214/20 Suggested Agenda Items for the Next Meeting**

Parish Design Statement Update (GC)

Bartley Crossroads (GC)

Sports Wall/Field Access (JR)

Bus Shelter (JG)

Initial APM Planning Discussion (SL)

Q3 2020/21 Budget Report (Clerk/RFO)

Precept setting for 2021/22 (Clerk/RFO)

Consideration of actions towards establishment of an Environmental Policy for the Council (future date)

**215/20 To Confirm the next meeting**

The next meeting will take place on January 12<sup>th</sup> 2021 (venue and/or meeting method will be advised in due course depending on current COVID-19 restrictions).

**216/20 CONFIDENTIAL ITEM – Staffing Matter**

Following a vote in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 1(2) to remove the public & press from the meeting (proposed by Cllr. Lucas, seconded by Cllr. Chillcott, all in favour), Cllr. Lucas showed all members a report ("SL3") which included two recommendations to Council.

RESOLVED: That the two recommendations be accepted

Proposed by Cllr. Lucas, Seconded by Cllr. Herra, all in favour. **APPROVED**

**ACTION – Clerk to action the approved recommendations**

**With no further business to transact, the Chairman closed the meeting at 9.37pm.**