

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM
ON JANUARY 12th 2021**

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 and Derek Tipp

Three members of the public were present

STANDARD AGENDA ITEMS

1/21 Apologies

None

2/21 Declarations of Interest in items on the Agenda

None

3/21 Public Session

No members of the public wished to speak.

4/21 County and District Councillors Reports

Prior to the meeting Dist. Cllr. Diane Andrews provided a written report (a copy of which was included in the supporting documents for this meeting on our website). In addition, she also advise those present that she had recently attend a COVID-19 briefing and a meeting of the Safer New Forest partnership. Dist. Cllr. Tipp advised that the NFDC Environment Panel would be meeting later this week and would be discussing a Freeport application being submitted by the Solent LEP.

5/21 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

20/00796 – Twin Oaks Guest House, Southampton Road, Cadnam, SO40 2NQ – Single storey extension (demolition of existing single storey extension incorporating garage)

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

Cllr. Lady Kara proposed, Cllr. Chillcott seconded. All members in favour

20/00901 – Little Meadow, (land adjacent The Terraces), Newbridge Road, Newbridge, SO40 2NW – Continued use of land and building for dog day care

Parish Comment: 5 - We are happy to accept the decision reached by the NPA's Officers under their delegated powers.

Cllr. Goodwin proposed, Cllr. Lady Kara seconded, two in favour, four against, one abstention. **DEFEATED.**

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

Cllr. Herra proposed, Cllr. Rhodes seconded, five in favour, none against, two abstentions. **APPROVED**

NFDC Planning Applications

None

Signed by the Chairman: Date:

NFNPA TPO

TPO/0007/20 – Land to South of A336 and north of Oakfield Road, Bartley, SO40 2NA

New TPO covering 7 x individual Oak trees and 1 x group of 5 Oak trees

Response - Copythorne Parish Council fully supports the making of the above order to protect seven individual Oak trees and a group of Oak trees. We would though wish to see consideration given to extending the order further (or to create an additional TPO) to include trees of significance in the field to the east of Trees T4 to T7

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

Tree Works Requests

CONS/20/00702 – Martins Oak, Copythorne Crescent, Copythorne, SO40 2PE – Fell 6 x Cypress Fir trees;

Response - 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.

CONS/20/0732 – Chinham House, Chinham Road, Bartley, SO40 2LF – Prune 1 x Whitebeam Tree; 1 x Lime tree; 1 x Cedar tree; 1 x Maple tree

Response - Leave decision to Trees Officer, although we would wish to see any works approved undertaken in a sympathetic manner along similar lines to those agreed on October 12th 2012 (CONS/12/0366)

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

CONS/20/0744 – Fairview, Copythorne Crescent, Copythorne, SO40 1PE – Prune 1 x Common Beech tree

Response - Leave decision to Trees Officer, although we would wish to see any works approved undertaken in a sympathetic manner.

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

NFDC Tree Works Request

None

6/21 Planning Decisions made since last Council meeting

NFNPA

Planning Applications decided

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

NFNPA Decision – Delegated to officer - Grant subject to conditions

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

NFNPA Decision – Delegated to officer – Grant subject to conditions

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

NFNPA Decision – Was Lawful

NFNPA Tree Works Requests decided

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

CONS/20/0744 – Martins Oak, Copythorne Crescent, Copythorne, SO40 2PE – Fell 6 x Cypress Fir trees

NFNPA Decision – Both, Raise no objections

NFDC

Planning Applications & Tree Works Requests

No cases

7/21 To Approve the Minutes and agreed actions of the Meeting of December 8th 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

8/21 Matters arising from the Minutes of the previous meeting

201/20 The Chairman signed the minutes.

204/20 The Clerk has chased Catts Tree Care by both phone and e-mail and awaits a response.

205/20 The Clerk will undertake this action in due course.

206/20 Following the Christmas and New Year break the Clerk is now progressing these actions.

207/20 The Clerk completed these actions & shared the response from NFDC with all members

208/20 a. Cllr. Herra signed the reconciliation

b. Cllrs. Lucas & Herra signed & returned schedule; Electronic Payment Instructions & cheques.

210/20 The Clerk has received one comment from members. A revision of the proposed new ToR, to be presented at a future Council meeting, is in hand.

213/20 The Clerk has - via County Cllr. Edward Heron - raised the issue with HCC Highways who advised on January 4th 2021 that the request doesn't meet their criteria for signage. HCC Highways response passed on to members and the local resident who raised the issue with Cllr. Rhodes.

216/20 The Clerk has completed these actions.

REPORTS AND PRESENTATIONS

9/21 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). Rather than consider the reports recommendations it was suggested that due to the ongoing COVID-19 restrictions we defer any further progress until April 2021

RESOLVED: In the light of ongoing COVID-19 restrictions we defer any further progress until April 2021.

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

10/21 To receive and approve a report on the Pollards Moor Road Bus Shelter

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

RESOLVED: The four recommendations be accepted.

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

ACTION – The Clerk to undertake the work requested under the four recommendations and report on his findings at our March 2021 meeting.

11/21 To receive and approve a report on Bartley Crossroads

Cllr. Chillcott 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 add the words "Post lockdown.." to the 2nd recommendation in the report and drop the 4th recommendation as the Clerk advised the meeting that HCC Highways have already confirmed that "an order has been raised to renew road markings at Bartley Crossroads...as soon as weather conditions allow.

RESOLVED: Recommendations 1 to 3 (with 2 as amended) be approved.

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

ACTION – Clerk to write to HCC Highways to progress recommendations 2 and 3

12/21 To receive and consider a report on works required to the Sports Wall & Parish Hall Field

Cllr. Rhodes presented a report (a copy of which is included in the supporting documents for this meeting on our website). Following discussions it was suggested that the Clerk be asked to:-

- i. Ask Council's insurers to comment on need for netting around part of the playground
- ii. Talk to the council's external playground inspector about the need for anti-cycle bars near the Sports Wall
- iii. Discuss potential need for Planning Permission for netting with NFNPA

RESOLVED: The three suggestions be followed up.

Proposed Cllr. Chillcott, Seconded Cllr. Wiggins. **APPROVED**

ACTION – Clerk to progress the three suggestions in readiness for a further report by Cllr. Rhodes at our March 2021

13/21 To discuss the initial preparation for Annual Parish Meeting provisionally set for March 23rd 2021.

Cllr. Lucas presented a report (a copy of which is included in the supporting documents for this meeting on our website). During discussion it was felt:-

- i. That given the current COVID-19 restrictions we should move the proposed date to May.
- ii. Nominations for the Parish Award for 2020 should be sought as planned
- iii. We should add "initial planning for Queens Platinum Jubilee in June 2022 as an item for the APM.

RESOLVED: The three recommendations above be accepted.

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

ACTIONS - 1. Members - Submit nominations for the Parish Award to the Clerk by March 1st 2021
2. Cllr. Lucas - Public nominations to be sought via newsletter article

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

COUNCIL ADMINISTRATION

14/21 a. To receive and agree the Bank Reconciliation for December 31th 2020

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

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

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

b. To receive and agree the Payments Schedule for January 2021

The Monthly Payment Schedule comprising 7 payments for a total of £990.99 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 EP38 to EP40) will be signed by Cllrs. Lucas & Chillcott.

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

ACTION – Clerk to ensure schedule & electronic payments instructions are signed by Cllrs. Lucas & Chillcott.

15/21 To receive Q3 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. Chillcott, Seconded Cllr. Wiggins, all in favour. **APPROVED.**

16/21 To receive & approve Finance Advisory Committee recommendation for the 2021/22 Precept request

The Clerk/Responsible Financial Officer presented the recommendation (a copy of which is included in the supporting documents for this meeting on the Parish website).

RESOLVED: The recommendation to seek a precept of £23,360 from NFDC for 2021/22 be approved.

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

ACTION – Clerk to submit request to NFDC before January 15th 2021

Signed by the Chairman: Date:

17/21 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).

18/21 Chairman's Report

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

19/21 Councillors Reports

Cllr. Lady Kara read a statement (a copy of which is included in the supporting documents for this meeting on our website) related to recent animal deaths on Roger Penny Way (B3078), which included a proposal that the Parish Council should instruct the Clerk to write to our County Councillor to express our concerns and indicate our support for the efforts being made to address the problem.

Proposed Cllr. Lady Kara, Seconded Cllr. Rhodes, all in favour. APPROVED

ACTION – Clerk to write to County Cllr. Edward Heron as requested.

Cllr. Chillcott reported that one of the small glass windows in the red phone box on Winsor Road had been broken by a ball bearing, probably fired from a catapult. He will replace with a polycarbonate panel.

20/21 Suggested Agenda Items for the Next Meeting

Grant applications

Confirmation of internal financial regulations.

21/21 To Confirm the next meeting

The next meeting will take place on February 9th 2021 (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 9.20pm.