

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM  
ON FEBRUARY 9<sup>th</sup> 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; Joe Reilly and Derek Tipp

Five members of the public were present

**STANDARD AGENDA ITEMS**

**22/21 Apologies**

None

**23/21 Declarations of Interest in items on the Agenda**

None

**24/21 Public Session**

By invitation, Chief Inspector Helen Andrews (Acting District Commander, New Forest for Hampshire Constabulary) spoke on policing matters related to the parish and the wider Forest. She explained how the available officers are tasked to deal with priorities, including burglaries and thefts from outbuildings/vehicles. A number of people have been arrested in recent months which hopefully, once evidence has been processed, will lead to charges being brought. Some updates on activities can be made on Facebook etc. but for operational reasons not all activities can be made public.

Members referenced the good work that PCSO Richard Williams does within the parish. CI Andrews concluded by saying that local residents can contact her by e-mail to raise concerns with her ([helen.andrews@hampshire.pnn.police.uk](mailto:helen.andrews@hampshire.pnn.police.uk)). On behalf of those present Cllr. Lucas thanked CI Andrews for her time.

**25/21 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).

Dist. Cllr. Joe Reilly gave an update on the public consultation on the NFDC Draft Waste Strategy (a copy of which is included in the supporting documents for this meeting on our website).

Dist. Cllr. Tipp advised that Freedom Leisure (a “not for profit” organisation) had been chosen as the “preferred partner” to take over NFDC’s Leisure Centres.

**26/21 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

20/00915 – Dybdale, Southampton Road, Cadnam, SO40 2NF – Replacement front windows

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

Cllr. Goodwin proposed, Cllr. Wiggins seconded, all members in favour.

20/00926 – Bartley Church of England Junior School. Winsor Road, Winsor, SO40 2HR – Creation of perimeter track

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

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

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

21/00011 – Cadnam Works, Southampton Road, Cadnam, SO40 2NG – Application to vary condition 4 of Planning Permission 01/71261 to alter the hours of operation.

Parish Comment: 4 – We recommend REFUSAL (see NFNPA Planning Portal for full details)

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

20/00792 – Land to the rear of Uncle Tom’s Cabin, Romsey Road, Cadnam, SO40 2NN – Retention of scaffolding structure.

Parish Comment: 2 – We recommend REFUSAL but would accept the decision reached by the NPA’s Officers under their delegated powers (see NFNPA Planning Portal for full details).

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

21/00054 – Windy Ridge, Winsor Road, Winsor, SO40 2HG – Application for Certificate of Lawful Development. for proposed temporary stationing of a mobile home for use incidental to the main dwelling.

Application noted.

**NFDC Planning Applications**

None

**NFNPA**

**Tree Works Requests**

CONS/21/0004 – Land opposite Foresters, Copythorne Crescent, Copythorne, SO40 2PE – Prune 2 x Oak

CONS/21/0009 – Clock Cottage, Whitemoor Lane, Winsor, SO40 2 HD – Prune 1 x group of 12 Oak trees and 1 x single Oak tree, prune 1 x Sweet Chestnut tree, Fell 1 x Western Red Cedar tree, prune 1 x Lime tree, prune 1 x Lime tree

Responses - Due to responses needing to be submitted for these two requests 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 both of the above requests prior to the meeting.

CONS/21/0012 – Woodside, Bartley Road, Woodlands, SO40 7GN – Prune 1 x Oak tree; Fell 1 x Pear tree

Response - Leave decision to Trees Officer, although we would prefer that if possible the Pear tree be pruned rather than felled.

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

CONS/21/0039 – Marieholme, Chinham Road, Bartley, SO40 2LF – Fell 2 x Oak tree; Fell 2 x Ash tree

Response - Leave decision to Trees Officer, although we would prefer that if possible the trees be pruned rather than felled

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

**NFDC Tree Works Request**

None

**27/21 Planning Decisions made since last Council meeting**

**NFNPA**

**Planning Applications decided**

20/00796 – Twin Oaks, Guest House, Southampton Road, Cadnam, SO40 2NQ – Single storey extension

NFNPA Decision – Delegated to officer - Grant subject to conditions

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

20/00848 – Roseleigh, Barrow Hill Road, Copythorne, SO40 2PH – Application for a Certificate of Lawful Development for a proposed front porch and alterations to doors and windows  
NFNPA Decision – Planning permission required

20/00808 – Land of Bramble Cottage, Green Lane, Bartley, SO40 2NF – Application for a Certificate of Lawful Development for proposed completion of consent 98/65000 in accordance with approved plans.  
NFNPA Decision – Planning permission required

**NFNPA TPO Confirmed**

TPO/0007/20 – Land to South of A336 & north of Oakfield Road, Bartley, SO40 2NA - 7 x individual Oak trees and 1 x group of 5 Oak trees

**NFNPA Tree Works Requests decided**

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 trees

CONS/20/0744 – Fairview, Copythorne Crescent, Copythorne, SO40 2PE – Prune 1 x Common Beech tree  
NFNPA Decision – Both, Raise no objections

**NFDC**

**Planning Applications & Tree Works Requests**

No cases

**28/21 To Approve the Minutes and agreed actions of the Meeting of January 12th 2021**

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

**29/21 Matters arising from the Minutes of the previous meeting**

204/20 Splitwind Pond Maintenance - The Clerk advised that the Goat Willow surrounding the pond had now been cut and that it was too late for Catts Tree Care to undertake any of the other work.

205/20 New Speed Indicator Device - The Clerk will undertake this action in due course (2021/22 budget).

7/21 The Chairman has signed the minutes.

10/21 The Clerk is progressing these actions.

11/21 The Clerk advised that an e-mail was sent to HCC Highways on February 2<sup>nd</sup> 2021 and a replied was received on Feb 5<sup>th</sup> 2021. The reply (which is attached to these minutes) advised that “*..the current safety record at the crossroads would not justify a feasibility study..*” for a roundabout and that HCC “*..does not currently have sufficient funding for such improvement schemes at present..*” With regards to monitoring traffic numbers post lockdown the response was that HCC would “*..explore opportunities.. dependent on funding..*” It was agreed by the members present that Cllr. Chillcott would produce a report in response for discussion at a later meeting.

12/21 The Clerk is progressing these actions

13/21 As at February 9<sup>th</sup> 2021, the Clerk had received two nominations from members of the public and none from members although there is still time. Cllr. Lucas has included an article seeking nominations from the public in the February 2021 newsletter.

14/21 a. Cllr. Chillcott signed the reconciliation

b. Cllrs. Lucas & Chillcott signed & returned the schedule and Electronic Payment Instructions.

16/21 The Clerk submitted the Precept request to NFDC on January 13<sup>th</sup> 2021

19/21 The Clerk wrote to County Cllr, Edward Heron on January 18<sup>th</sup> 2021 and sent a further copy of the letter to him by e-mail (with Parish Councillors on copy on January 19<sup>th</sup> 2021). Acknowledged by County Cllr. Heron on February 2<sup>nd</sup> 2021.

**REPORTS AND PRESENTATIONS**

**30/21 To receive and approve a report on Parish Benches**

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

**RESOLVED:** That the report be approved.

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

**COUNCIL ADMINISTRATION**

**31/21 a. To receive and agree the Bank Reconciliation for January 31<sup>st</sup> 2021**

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

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

**b. To receive and agree the Payments Schedule for February 2021**

The Monthly Payment Schedule comprising 9 payments for a total of £1468.02 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 EP41 to EP45) will be signed by Cllrs. Lucas & Wiggins.

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

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

**32/21 To receive and approve our Internal Financial Risk Assessment for 2020/21**

The Clerk presented the above document (a copy of which is included in the supporting documents for this meeting on our website) and asked that it be accepted.

**RESOLVED:** That after a number of identified amendments were made that the document be approved (those amendments are reflected on the copy mentioned above, with text removed struck through and text added/substituted in italic).

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

**33/21 To nominate a representative to attend the “Local Cycling and Walking Infrastructure Plan workshops”**

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

**RESOLVED:** That Cllr. Rhodes be appointed.

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

**ACTION – Clerk to notify NFNPA of our representative and add the details to the Parish Council website.**

**34/21 To receive and approve a report on the distribution of COVID-19 support funds from NFDC**

The Clerk presented a report on the above (a copy of which is included in the supporting documents for this meeting on our website) and asked that it be approved.

**RESOLVED:** That the report be accepted.

Proposed Cllr. Wiggins, Seconded Cllr. Rhodes, vote 6 members in favour, 1 against. **APPROVED.**

**ACTION – Clerk to contact the six recipients to arrange distribution of funds agreed.**

**35/21 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). The Clerk verbally reported that in the last few days HCC have sent “Riparian Responsibility” letters to around 250 property/landowners in the Parish as requested by the Flooding Advisory Committee.

**36/21 Chairman's Report**

The Chair presented his report (a copy of which is included in the supporting documents for this meeting on our website). A verbal report on the February 1<sup>st</sup> Parish Hall Committee meeting was also provided, which will be followed up by a written report to members.

It was requested that a copy of the e-mail exchange between the Clerk and Dist. Cllr. Michael Harris regarding future requests for information on Affordable Housing matters coming through the Clerk be shared with all members.

**ACTION – Clerk to provide details of the e-mail exchange as requested.**

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

**37/21 Councillors Reports**

Cllr. Goodwin provided a written report (a copy of which is included in the supporting documents for this meeting on our website). Included within the report was a request that the Clerk send a “Riparian Responsibilities” letter to a business in the parish regarding a blocked ditch.

Cllr. Chillcott provided a written report (a copy of which is included in the supporting documents for this meeting on our website) referencing two petitions that he wanted to draw to the attention of members.

Cllr. Lady Kara provided a written report (a copy of which is included in the supporting documents for this meeting on our website) regarding the details of the Queen’s Diamond Jubilee celebrations in 2012. Cllr. Lucas thanked Cllr. Kara for her report and suggested that he work with her in bringing a report to our next Council Meeting on how the parish might plan celebrations to mark the Queens Platinum Jubilee.

**ACTION – Clerk to write to the business mentioned in Cllr. Goodwin’s report as requested.**

**38/21 Suggested Agenda Items for the Next Meeting**

- Parish Awards
- Initial thoughts on Queen’s Platinum Jubilee celebration plans
- Parish Online Trial
- Bus Shelter adoption
- Sports Wall & Parish Hall Field update
- Parish Noticeboards
  
- Bartley Crossroads (April)
- Parish Climate Action Plan (April)

**39/21 To Confirm the next meeting**

The next meeting will take place on March 9<sup>th</sup> 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 9.18pm.**

**ADDENDUM TO ITEM 29/21 (relating to item 11/21 from January 12<sup>th</sup> 2021 meeting)**

**E-mail sent by the Clerk to HCC Highways on February 2<sup>nd</sup> 2021**

“At the Parish Council meeting on January 12<sup>th</sup> 2021, the following resolutions were approved:-

1. Agree that there is a case to be made to have a proper look at what’s involved in installing a roundabout at the Bartley Crossroads.
2. Get the Clerk to ask if a representative of HCC Highways can attend our next council meeting to get them to explain why Highways don’t think a roundabout is necessary.
3. Ask the Clerk to write to Highways and ask them to – post lockdown - monitor the traffic numbers at the crossroads.

Please can you let me know who I would be best contacting to progress resolutions 2 and 3 and provide me with their contact details?”

**E-mail reply received by the Clerk from HCC Highways on February 5<sup>th</sup> 2021**

“The current safety record at the crossroads would not justify a feasibility study being undertaken to consider replacing the crossroads with a roundabout. Roundabouts usually involve a large expenditure and our casualty reduction budget is retained for locations where we are having continued collision problems that we cannot resolve with lower cost measures alone such as the planned road realignment scheme at the Ipley crossroads in the New Forest which you may have heard about.

<https://www.dailyecho.co.uk/news/19037605.plan-ipley-crossroads-staggered-junction-approved/>

Owing to the complexity of constructing roundabouts, a roundabout or any other significant junction improvement would certainly be a longer term aspiration for Bartley crossroads. It would also be reliant on external funding as the County Council does not currently have sufficient funding for such improvement schemes at present. In the current climate provision of a full junction improvement is only likely to be achieved if major development was planned for the area. Although we, as an local authority, can access government funding for larger scale improvement works these are limited to those locations where it will assist strategic traffic demands on the major road network such as the Stubbington Bypass and Southampton M27 jct 8 Windhover Roundabout improvements. In the current circumstances there is not a great deal I could add to this response by attending a future council meeting.

I will certainly explore opportunities to monitor traffic numbers post lockdown, which will be largely dependent on funding being available for the necessary traffic survey equipment to be deployed and we will of course continue to monitor the safety data for the crossroads.”