

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM  
ON APRIL 13<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

Four members of the public were present

Prior to the start of the meeting a period of one minutes silence was observed as a mark of respect for HRH The Prince Philip, Duke of Edinburgh

**STANDARD AGENDA ITEMS**

**61/21 Apologies**

None

**62/21 Declarations of Interest in items on the Agenda**

Cllrs Chillcott and Wiggins declared and interest in Item 69/21. Cllr Goodwin declared an interest in Item 65/21 (planning application 21/00135 having, since our last meeting, assisted the applicants with it)

**63/21 Public Session**

As members of the public, Graham Chillcott and Sylvia Wiggins spoke in favour of the proposal within Item 69/21

**64/21 County and District Councillors Reports**

Dist. Cllr Derek Tipp advised that Edward Heron, in his role as a District Councillor had been appointed as Leader of NFDC following the resignation of Dist. Cllr. Barry Rickman and also that following a contested election he had himself has been nominated as NFDC Chairman-Elect for 2021/22. He mentioned that the caravan at/near Bartley layby had gone and that sadly a member of the Copythorne Parish Pickers had been badly injured whilst clearing the rubbish left behind. Also that the Deputy CEO of NFDC was taking early retirement and would not be replaced.

**65/21 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

21/00135 – Obertrum, Chinham Road, Bartley, SO40 2LF – Single storey rear extension (this matter which was discussed last month was re-discussed following the receipt of additional information from the Planning officer).

Parish Comment: 4 We recommend REFUSAL (see NFNPA planning portal for details)

Cllr. Chillcott proposed, Cllr. Herra Seconded, all members eligible to vote were in favour.

21/00205 – Woodside House, Bartley Road, Bartley, SO40 2GN – Outbuilding; extension of hardstanding

Parish Comment: 3 We recommend PERMISSION (see NFNPA planning portal for details)

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

**NFDC Planning Applications**

None

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

**NFNPA**

**Tree Works Requests**

CONS/21/0123 – Green Acres, Winsor Road, Winsor, SO40 2HJ – Prune 3 x Oak trees

CONS/21/0139 – Old Malt House, Winsor Lane, Winsor, SO40 2HG – Prune 1 x Ash tree

CONS/21/0140 – Whitehorn, Winsor Road, Winsor, SO40 2HP – Fell 1 x Silver birch tree

Responses - Due to responses needing to be submitted for these three 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 all of the above requests on March 29<sup>th</sup> 2021

**NFDC Tree Works Request**

None

**66/21 Planning Decisions made since last Council meeting**

**NFNPA**

**Planning Applications decided**

21/00011 – Cadnam Works, Southampton Road, Cadnam, SO40 2NG – Extension of operating hours  
NFNPA Decision – Delegated to officer - Refused

21/00087 – Marieholme, Chinham Road, Bartley, SO40 2LF – Replacement porch  
NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00053 – 2 Whinwhistle Cottage, Salisbury Road, Ower, SO51 6AN – First floor extension  
NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00156 – Sandgate, Winsor Road, Winsor, SO40 2HP – Side and rear extension (demolish conservatory)  
NFNPA Decision – Delegated to officer – Grant subject to conditions

**NFNPA Tree Works Requests decided**

CONS/21/0039 – Marieholme, Chinham Road, Bartley, SO40 2LF – Fell 1 x Oak; Fell 2 x Ash

CONS/21/0049 – Kim House, Chinham Road, Bartley, SO40 2LF – Re-pollard 1 x Willow

CONS/21/0056 – Homeleigh, Barrow Hill Road, Copythorne, SO40 2 PH – Re-pollard 1 x Canadian Maple

CONS/21/0083 – Bramble Cottage, Old Romsey Road, Cadnam, SO40 2NP – Fell 1 x Beech & Fell 1 x Ash

CONS/21/0099 – Langton Cottage, Winsor Road, Winsor, SO40 2HN – Fell 1 x Maple & Fell 2 x Cypress

CONS/21/0102 – Cherry Tree Cottage, Copythorne Crescent, Copythorne, SO40 2PE – Fell 1 x Lawson Cypress & Fell 3 x Apple

CONS/21/0110 – White Gates, Old Romsey Road, Cadnam, SO40 2NP – Prune 1 x Oak

NFNPA Decision – Raise no objections, for all seven

**NFDC**

**Planning Applications & Tree Works Requests**

No cases

**67/21 To Approve the Minutes and agreed actions of the Meeting of March 9th 2021**

Proposed Cllr. Herra, Seconded Cllr. Rhodes, 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**

**68/21 Matters arising from the Minutes of the previous meeting**

- 42/21 Clerk obtained required details, a report is being presented by Cllr. Chillcott at today's meeting  
46/21 The Chairman has signed the minutes.  
47/21 205/20 New SID - Clerk will undertake this action in due course (2021/22) budget  
48/21 The Clerk has completed the required action  
49/21 The Clerk has completed recommendation 2 and will report on the completion of recommendation 1 at the May 4<sup>th</sup> 2021 Council meeting.  
50/21 The Clerk has ordered the noticeboards.  
51/21 i. This task has been delayed and is now expected to take place w/c April 19<sup>th</sup> 2021  
ii. The Clerk has booked training for May 11<sup>th</sup> 2021  
iii. The Clerk has submitted a request to Nick Adams and is awaiting a confirmed date.  
54/21 a. Cllr. Lady Kara signed the reconciliation  
b(i). Cllrs. Lucas & Lady Kara signed & returned the schedule and electronic payment instructions.  
b(ii). Cllrs. Lucas & Lady Kara signed & returned the schedule and electronic payment instructions (with the exception of EP59 which was signed by Cllrs. Herra & Lady Kara).

**REPORTS AND PRESENTATIONS**

**69/21 To receive and approve a report on the Traffic Monitoring Device on New Inn Road**

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

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

Proposed Cllr. Herra, Seconded Cllr. Goodwin, all five members eligible to vote were in favour. **APPROVED ACTION – Clerk to write to English Rural Housing Association**

**70/21 To receive and confirm support for an A336 7.5t weight limit proposal**

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

**RESOLVED:** That the proposal be supported.

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

**ACTION – Clerk to confirm the Council's support to the presenters of the petition and Netley Marsh PC**

**71/21 To receive and approve a report on initial planning for Queen's Platinum Jubilee Celebrations**

Cllrs. Lady Kara & Lucas presented a report (a copy of which is included in the supporting documents for this meeting on our website). With the Parish Hall Committee understood to be happy to be part of a community led event discussions took place around gauging interest from other parish organisations via an agenda item at the Annual Parish Meeting when held.

**RESOLVED:** That the four recommendations in the report be dealt with as follows.

Recommendation 1 - Cllr Lucas provided details, minutes of PHC meeting of 21/4/21 still needed.

Recommendation 2 - The authors of the report agreed to defer to a future meeting.

Recommendation 3 – The authors of the report agreed to defer to a future meeting.

Recommendation 4 – Proposed Cllr. Lucas, Seconded Cllr. Rhodes, all in favour. **APPROVED**

**ACTION – Clerk to allocate a designated reserve of £200 as a "start up grant" for the Celebrations.**

**72/21 To receive and approve an updating 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).

**RESOLVED:** That the four recommendations in the report be approved, subject to the following changes:-

2. Amend to "Approach NFDC regarding possible support with traffic monitoring data gathering".

4. Amend to "Undertake a formal presentation at the next Annual Parish Meeting or similar forum to gauge local opinion and canvass representation".

Recommendation 1 – Proposed Cllr. Chillcott, Seconded Cllr. Herra, all in favour. APPROVED  
Recommendation 2 – Proposed Cllr. Chillcott, Seconded Cllr. Rhodes, all in favour. APPROVED  
Recommendation 3 - Proposed Cllr. Chillcott, Seconded Cllr. Wiggins, all in favour. APPROVED  
Recommendation 4 – Proposed Cllr. Chillcott, Seconded Cllr. Lady Kara, all in favour. APPROVED

**ACTION – Clerk to contact NFDC regarding recommendation 2**

**73/21 To receive and approve a report on Bench plaques**

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

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

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

**ACTION – Clerk to arrange the purchase of the agreed plaques.**

**74/21 To receive and approve a report on a Parish Climate Action Plan**

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

**RESOLVED:** That the four recommendations in the report be approved.

Recommendation 1 – Proposed Cllr. Rhodes, Seconded Cllr. Chillcott, 4 in favour, 3 abstained. **APPROVED**

Recommendation 2 – Proposed Cllr. Rhodes, Seconded Cllr. Chillcott, all in favour. **APPROVED**

Recommendation 3 – Proposed Cllr. Rhodes, Seconded Cllr. Chillcott, all in favour. **APPROVED**

Recommendation 4 – Proposed Cllr. Rhodes, Seconded Cllr. Chillcott, all in favour. **APPROVED**

**ACTION – Clerk to ensure that the Five Year Plan Advisory Committee deals with the requested tasking within recommendations 3 & 4 by way of an agenda item at it's next meeting on May 28<sup>th</sup> 2021**

**75/21 To receive and approve a report on the 2021 APM**

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

**RESOLVED:** That the two recommendations in the report be approved , subject to the following change:-

2. Delete the existing words after “ lockdown restrictions” and insert “after June 21<sup>st</sup> 2021”.

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

**ACTION – Clerk to circulate minutes of April 12<sup>th</sup> 2021 Parish Hall Committee meeting when received.**

**76/21 To receive and approve a revised Chairman/Councillor Reports Protocol**

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

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

After some discussion, Cllr. Lucas withdrew the report and asked the Clerk, via the Personnel & Governance Advisory Committee to bring a fresh report to a future meeting.

**ACTION – Clerk, via the Personnel & Governance Advisory Committee, to bring forward a fresh report, possibly for the July 2021 Council meeting.**

**COUNCIL ADMINISTRATION**

**77/21 a. To receive draft 2020/21 Year End Budget Report**

**RESOLVED:** That the report be received

Proposed Cllr. Lucas, Seconded Cllr. Chillcott, all in favour. **RECEIVED**

**b. To approve movements to Reserves**

**RESOLVED:** That the RFO's recommendations be approved

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

**ACTION – RFO to arrange the agreed movement of funds to reserves**

**c. To receive and agree the Bank Reconciliation for March 31st 2021**

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

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

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

**d(i). To receive and agree an additional Payments Schedule for March 2021**

The Monthly Payment Schedule comprising 4 payments for a total of £3393.92 was presented to the meeting by the Clerk. The schedule was approved by all members. As soon as practical the schedule & the required Electronic Payments instruction (ref EP60 to EP61) will be signed by Cllrs. Lucas & Rhodes.

Proposed Cllr. Rhodes, Seconded Cllr. Wiggins, 6 in favour, 1 abstained. **APPROVED**

**ACTION – Clerk to ensure schedule & electronic payments instructions are signed as above**

**d(ii). To receive and agree the Payments Schedule for April 2021**

The Monthly Payment Schedule comprising 6 payments for a total of £840.89 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 EP01 to EP02) will be signed by Cllrs. Lucas & Rhodes.

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

**ACTION – Clerk to ensure schedule & electronic payments instructions are signed as above**

**78/21 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). In addition, he provided an update to confirm that the traveller caravan previously in the Southampton Road, Bartley layby was removed on April 9<sup>th</sup> 2021

**79/21 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 April 12<sup>th</sup> Parish Hall Committee meeting was also provided.

**80/21 Councillors Reports**

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

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

**81/21 Suggested Agenda Items for the June 8<sup>th</sup> 2021**

Lengthsman Tasks  
Council objectives review  
Bartley Crossroads update

**82/21 To Confirm the next meeting**

The next meeting will take place on May 4<sup>th</sup> 2021 (moved from May 11<sup>th</sup> 2021) via Zoom.

**With no further business to transact, the Chairman closed the meeting at 9.47pm.**