

**MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM ON  
MARCH 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: County Cllr. Edward Heron; Dist. Cllrs. Diane Andrews and Derek Tipp

Two members of the public were present

**STANDARD AGENDA ITEMS**

**40/21 Apologies**

None

**41/21 Declarations of Interest in items on the Agenda**

Cllr Lady Kara Hawks declared an interest in Tree Works requests CONS/21/0110 (own) and CONS 21/0083 (neighbour)

Cllr Goodwin declared an interest in planning applications 21/00087 & 21/00135 (near neighbour)

Cllr Chillcott declared an interest in Tree Works requests CONS/21/0110 & CONS/21/0083 (discussed both with applicants prior to submission)

**42/21 Public Session**

A resident of Netley Marsh Parish advised members of a proposal being prepared for submission to HCC regarding the volume of large vehicle traffic travelling on the A336 (Southampton Road/Ringwood Road and sought support of Copythorne Parish Council. It was agreed that the resident submit details to the Clerk so that members could consider the proposal at the next Council meeting.

**ACTION – Clerk to follow up with resident to obtain the details.**

**43/21 County and District Councillors Reports**

County Cllr. Edward Heron mentioned the work being undertaken by the Clerk who has been “..nicely but persistently..” applying pressure on HCC Highways to address a number of issues. He then provided high level details of how the 2021/22 Council Tax funding received by HCC will be used. Cllr. Simon Lucas thanked County Cllr. Heron for a £550 grant he has provided to the parish council. Cllr. Goodwin asked about HCC Highways and why they didn’t group reported issues to fix when visiting one, along with the length of time that it takes to fix issues. Cllr. Heron offered to take up issues reported to him.

Dist. Cllr. Diane Andrews reported that she has attended the Hampshire & Adult Social Care Select Committee. She advised that a new NHS Clinical Commissioning Group which will replace six existing CCG’s across Hampshire, Southampton & IoW. She will be attending the Hampshire Police and Crime Scrutiny panel on March 12<sup>th</sup>. The Safer New Forest Partnership’s priorities for 2021/22 will be Children at Risk; Drug and alcohol related harm; and domestic abuse. Concluded with reminder about polling on May 6<sup>th</sup> for Police & Crime Commissioner role and the upcoming Census on March 21st.

Dist. Cllr. Tipp reported that the NFDC Council Tax increase for 2021/22 will be 2.8%. He advised that he had received an e-mail from the local Parish Pickers concerning the levels of litter in the parish. Mention was made of the HCC work to clear vegetation in the Bartley Layby which hopefully will help reduce litter.

#### **44/21 Planning Applications; TPOs and Tree Works Requests**

##### **NFNPA Planning Applications**

21/00087 – Marieholme, Chinham Road, Bartley, SO40 2LF - Replacement porch  
Parish Comment: 3 - We recommend PERMISSION (*See NFNPA Planning Portal for full details*)  
Cllr. Rhodes proposed, Cllr. Chillcott seconded, all members in favour.

21/00053 – 2 Whinwhistle Cottage, Salisbury Road, Ower, SO51 6AN – First Floor Extension  
Parish Comment: 3 - We recommend PERMISSION (*see NFNPA Planning Portal for full details*)  
Cllr. Chillcott proposed, Cllr. Wiggins seconded, all members in favour.

21/00156 – Sandgate, Winsor Road, Winsor, SO40 2HP – Side & rear extension (demolish conservatory)  
Parish Comment: 1 – We recommend PERMISSION but would accept the decision reached by the NPA's Officers under their delegated powers (*see NFNPA Planning Portal for full details*)  
Cllr. Chillcott proposed, Cllr. Rhodes seconded, all members in favour.

21/00135 – Obertrum, Chinham Road, Bartley, SO40 2LF – Single storey rear extension  
Parish Comment: 3 – We recommend PERMISSION (*see NFNPA Planning Portal for full details*).  
Cllr. Chillcott proposed, Cllr. Herra seconded, all members in favour.

21/00151 – Bartley Forest Farm, Lyndhurst Road, Cadnam, SO40 2NR – Hard surface access track  
Parish Comment: 5 – We are happy to accept the decision reached by the NPA's Officers under their delegated powers.  
Cllr. Herra proposed, Cllr. Goodwin seconded, all members in favour

##### **NFDC Planning Applications**

None

##### **NFNPA**

##### **Tree Works Requests**

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

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

R14/15/21/0053 – Bramble Cottage, Old Romsey Road, Cadnam, SO40 2NP – Fell/remove 1 x Oak

R14/15/21/0078 – Oakapple Cottage, Beechwood Road, Bartley, SO40 2LP – Reduce down dead Oak  
Responses – Not required as both of these matters have been dealt with by NFNPA as "Exempt Works"

CONS/21/00083 – Bramble Cottage, Old Romsey Road, Cadnam, SO40 2NP – Fell 1 x Beech & Fell 1 x Ash  
Response - Leave decision to Trees Officer

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

CONS/21/0099 – Langton Cottage, Winsor Road, Winsor, SO40 2HN – Fell 1 x Maple & Fell 2 x Cypress  
Response - Leave decision to Trees Officer.

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

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

Response - Leave decision to Trees Officer

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

CONS/21/0110 – White Gates, Old Romsey Road, Cadnam, SO40 2NP – Prune 1 x Oak  
Response - Leave decision to Trees Officer  
Cllr. Herra proposed, Cllr. Rhodes seconded. All members eligible to vote in favour.

**NFDC Tree Works Request**

None

**45/21 Planning Decisions made since last Council meeting**

**NFNPA**

**Planning Applications decided**

20/00915 – Dybdale, Southampton Road, Cadnam, SO40 2NF – Replacement Front Windows  
NFNPA Decision – Delegated to officer - Grant subject to conditions

20/00901 – Little Meadow, (land adjacent The Terraces), Newbridge Road, Newbridge, SO40 2NW –  
Continued use of land and building for dog day care; hard standing.  
NFNPA Decision – Planning Committee - Refused

20/00926 – Bartley CoE Junior School, Winsor Road, Winsor, SO40 2HR – Creation of perimeter track  
NFNPA Decision – Delegated to officer – Grant subject to conditions

**NFNPA Tree Works Requests decided**

CONS/21/0004 – Land opposite Foresters, Copythorne Crescent, Copythorne, SO40 2PE – Prune 2 x Oak  
CONS/21/0009 – Clock Cottage, Whitemoor Lane, Winsor, SO40 2HD – Prune 1 x group of 12 Oak & 1 x  
Oak; Prune 1 x Sweet Chestnut; Fell 1 x Western Red Cedar; Prune 1 x Lime; Prune 1 x Walnut  
CONS/21/0012 – Woodside, Bartley Road, Woodlands, SO40 7GN – Prune 1 x Oak; Fell 1 x Pear  
NFNPA Decision – Both, Raise no objections

**NFDC**

**Planning Applications & Tree Works Requests**

No cases

**46/21 To Approve the Minutes and agreed actions of the Meeting of February 9th 2021**

Proposed Cllr. Herra, Seconded Cllr. Wiggins. 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**

**47/21 Matters arising from the Minutes of the previous meeting**

28/21 The Chairman has signed the minutes.

29/21 205/20 New SID - Clerk will undertake this action in due course (2021/22) budget

10/21 The Clerk has now completed these actions

12/21 The Clerk has now completed these actions

31/21 a. Cllr. Wiggins signed the reconciliation

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

33/21 The Clerk has completed these actions

34/21 The Clerk has completed this action

36/21 The Clerk has completed this action

37/21 The Clerk undertook the requested action and the business has completed the requested work.

## REPORTS AND PRESENTATIONS

### 48/21 To receive and approve a report on Parish Online

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

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

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

**ACTION – Clerk to set up Parish Online Subscription and add review of GIS/Parish Map to July agenda**

### 49/21 To receive and approve a report on Bus Shelter Adoption

Cllr. Goodwin 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.

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

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

### 50/21 To receive and approve a report on Parish Noticeboards

Cllr. Lucas 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. Lucas, Seconded Cllr. Herra. Six in favour, one abstention. **APPROVED**

Recommendation 2 – Proposed Cllr. Lucas, Seconded Cllr. Herra, all in favour. **APPROVED**

Prior to a vote on Recommendation 3 Cllr. Goodwin proposed an alternative motion that a decision on recommendations 3 & 4 be postponed until our April meeting to allow time for further research. In response Cllrs. Lucas & Chillcott and the Clerk each separately explained the level of research already undertaken.

Proposed Cllr. Goodwin, Seconded Cllr. Hawks, two in favour (Cllrs. Goodwin & Hawks), five against (Cllrs. Lucas, Herra, Chillcott, Wiggins & Rhodes). **DEFEATED.**

Recommendation 3 - Proposed Cllr. Lucas, Seconded Cllr. Herra, five in favour (Cllrs. Lucas, Chillcott, Herra, Wiggins & Rhodes), two against (Cllrs. Goodwin & Hawks). **APPROVED.**

Recommendation 4 – Proposed Cllr. Lucas, Seconded Cllr. Herra, five in favour (Cllrs. Lucas, Chillcott, Herra, Wiggins & Rhodes), one against (Cllr. Goodwin), one abstention (Cllr. Lady Kara). **APPROVED**

**ACTION – Clerk to progress order for 2 noticeboards from Greenbarnes Ltd at cost of £2,659.83 (ex VAT)**

### 51/21 To receive and approve a report on the February 2021 Operational Playground Inspection

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

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

Recommendations 1 & 4 - Proposed Cllr. Chillcott, Seconded Cllr. Rhodes. All in favour. **APPROVED**

Recommendation 2 - Proposed Cllr. Lucas, Seconded Cllr. Herra. All in favour. **APPROVED**

Recommendation 3 - Proposed Cllr. Lucas, Seconded Cllr. Chillcott. All in favour. **APPROVED**

Recommendation 5 – Noting only required

**ACTION – Subject to COVID-19 restrictions a “Working party” to be arranged for w/c March 29 2021.**

**ACTION – Clerk to book Visual Inspection training when COVID restrictions allow**

**ACTION – Clerk to book Annual Inspection visit with Nick Adams for August 2021**

### 52/21 To receive and approve a Sports Wall & Parish Hall Field update

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

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

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

**53/21 To receive and note an Updating report on Flooding Advisory Committee activities**

Cllr. Chillcott – as Chairman of the Flooding Advisory Committee presented a report (a copy of which is included in the supporting documents for this meeting on our website).

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

**COUNCIL ADMINISTRATION**

**54/21 a. To receive and agree the Bank Reconciliation for February 28th 2021**

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

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

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

**b(i). To receive and agree an additional Payments Schedule for February 2021**

The Monthly Payment Schedule comprising 11 payments for a total of £2,293.50 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 EP46 to EP53) will be signed by Cllr. Lucas & Cllr. Lady Kara.

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

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

**b(ii). To receive and agree the Payments Schedule for March 2021**

The Monthly Payment Schedule comprising 9 payments for a total of £1397.55 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 EP54 to EP58) will be signed by Cllr. Lucas & Cllr. Lady Kara. Electronic payment EP59 which will be signed by Cllr. Herra & Cllr. Lady Kara.

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

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

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

**c. To receive and approve the Interim Internal Audit Report for April 1<sup>st</sup> 2020 to December 31 2020**

The Clerk/RFO 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. Wiggins, Seconded Cllr. Herra. all in favour. **APPROVED**

**55/21 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).

**56/21 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 March 1<sup>st</sup> Parish Hall Committee AGM, which had previously been circulated to all members by e-mail, was also provided.

**57/21 Councillors Reports**

Prior to the meeting Cllr. Chillcott had provided a written report (a copy of which had been included in the supporting documents for this meeting on our website). At the meeting and prior to presentation Cllr. Chillcott asked to withdraw the report. It has also been removed from our website.

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

Cllr. Rhodes reported that she will be "attending" the first meeting of the Local Cycling & Walking Infrastructure Plan Partnership on March 19<sup>th</sup> and a NALC training event on "Building back resilient communities" on March 25<sup>th</sup>. She also asked we recommend the Phone app "What three words" which is being used by a number of emergency agencies as a useful way of pinpointing rural and remote locations.

**58/21 Suggested Agenda Items for the Next Meeting**

Initial thoughts on Queen's Platinum Jubilee celebration plans  
Bartley Crossroads  
Parish Climate Action Plan  
Parish APM  
Chairman/Councillor Reports Protocol

**59/21 To Confirm the next meeting**

The next meeting will take place on April 13<sup>th</sup> 2021 (venue and/or meeting method will be advised in due course depending on current COVID-19 restrictions).

**Confidential item**

**60/20. To vote on recipient of Parish Award for 2021**

Following the approval of a motion to exclude "press and public" (proposed Cllr. Lucas, Seconded Cllr. Herra, all in favour) councillors voted on and chose a winner from a list of four nominees.

**With no further business to transact, the Chairman closed the meeting at 9.38pm.**