



**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD ONLINE  
AT 7.00 PM ON MAY 4TH 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. Cllr. Derek Tipp

Three members of the public were present

**AGENDA ITEMS**

**83/21 To elect the Chairman of the Council and for the Chairman to confirm acceptance of Office**

Clerk invited nominations from the members present. Cllr. Chillcott was proposed by Cllr. Goodwin & seconded by Cllr. Rhodes (no other nominations received), all in favour. Cllr. Chillcott was elected and signed the Declaration of Acceptance of Office in the presence of the Clerk.

**ACTION – Clerk to collect the “Acceptance of Office” and witness Cllr. Chillcott’s signature.**

**84/21 To elect the Vice Chairman of the Council and for the Vice Chairman to confirm acceptance of Office**

Clerk invited nominations from the members present. Cllr. Rhodes was proposed by Cllr. Chillcott & seconded by Cllr. Goodwin (no other nominations received), all in favour. Cllr. Rhodes was elected and will sign the Declaration of Acceptance of Office in the presence of the Clerk.

**ACTION – Clerk to ensure that Cllr. Rhodes signs the “Acceptance of Office” and witnesses Cllr. Rhodes signature.**

**85/21 Apologies**

None

**86/21 Declarations of Interest in items on the Agenda**

Cllr. Rhodes declared and interest in Item 88/21 (planning application 21/00183).

**87/21 County and District Councillors Reports**

County Cllr. Edward Heron advised that he would not be offering a report due to the “Pre-Election Period” for the Hampshire County Council elections.

Dist. Cllr. Derek Tipp congratulated Cllr. Chillcott on his election as Chairman of the Parish Council.

Dist. Cllr. Diane Andrews had, earlier today, sent a written report to the Clerk which will be shared with members and added to the documents for this meeting on our website.

**88/21 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

21/00183 – Splinters, Winsor Road, Winsor, SO40 2HJ – Replacement dwelling detached garage/workshop with room over; vehicular access alterations; demolition of existing bungalow.

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 details)

Cllr. Herra proposed, Cllr. Wiggins seconded, five in favour, two abstained.

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

21/00182 – 8 Barleycorn Walk, Cadnam, SO40 2LY – Single storey extension; demolition of existing 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 details)

Cllr. Lucas proposed, Cllr. Wiggins seconded, all in favour

21/00287 – Cadnam Garage, Southampton Road, Cadnam, SO40 2NB – Extension to canopy; roof alterations to facilitate additional first floor space and ground floor equipment; alterations to doors and windows; cladding; render; refurbishment.

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed (see NFNPA planning portal for details)

Cllr. Lucas proposed, Cllr. Wiggins seconded, all in favour.

21/00306 – Copied Hall Farm, Winsor Road, Winsor, SO40 2HE – Single storey extension; porch; demolition of existing single storey extension.

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed (see NFNPA planning portal for details)

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

21/00307 (Listed Building Consent) – Copied Hall Farm, Winsor Road, Winsor, SO40 2HE – Single storey extension; porch; demolition of existing single storey extension.

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed (see NFNPA planning portal for details)

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

21/00250 (Listed Building Consent) – Sir John Barleycorn, Old Romsey Road, Cadnam, SO40 2NP – Raise chimney heights to 1.8 metres

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed (see NFNPA planning portal for details)

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

21/00323 – Sir John Barleycorn, Old Romsey Road, Cadnam, SO40 2NP – Raise chimney heights to 1.8 metres

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed (see NFNPA planning portal for details)

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

21/00341 – St. Moritz, Southampton Road, Cadnam, SO40 2NF – Single storey rear extension

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed (see NFNPA planning portal for details)

Cllr. Goodwin proposed, Cllr. Lady Kara seconded, all in favour.

21/00387 – Forest Syde, Southampton Road, Cadnam, SO40 2NQ – Single storey extension

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed (see NFNPA planning portal for details)

Cllr. Herra proposed, Cllr. Lucas seconded, all in favour.

#### **NFDC Planning Applications**

None

**NFNPA**

**Tree Works Requests**

CONS/21/0178 – Sunnybank, Chinham Road, Bartley, SO40 2LF – Fell 2 x Fir trees

CONS/21/0182 – The Cottage, Newbridge, SO40 2NW – Fell 1 x Leylandii 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 these requests on April 23rd 2021

CONS/21/0207 – Oakley, Chinham Road, Bartley, SO40 2LF – Fell 1 x group of Conifer trees (hedge)

Response - Leave decision to Trees Officer.

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

TPO/21/0214 – Tarquinian, Barrow Hill Road, Copythorne, SO40 2PN – Prune 9 x Oak trees (3 under TPO); Prune 1 x Silver Birch

Response - Leave decision to Trees Officer.

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

TPO/21/0220 – Copythorne Garage, Romsey Road, Copythorne, SO40 2PB

Response - Leave decision to Trees Officer.

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

**NFDC Tree Works Request**

None

**89/21 Planning Decisions made since last Council meeting**

**NFNPA**

**Planning Applications decided**

21/00135 – Obertrum, Chinham Road, Bartley, SO40 2LF – Single storey rear extension

NFNPA Decision – Delegated to officer - Refuse

21/00205 – Woodside House, Bartley Road, Woodlands, SO40 7GN – Outbuilding; extension of hardstanding

NFNPA Decision – Delegated to officer – Grant subject to conditions

**NFNPA Tree Works Requests decided**

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

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

CONS/21/0178 – Sunnybank, Chinham Road, Bartley, SO40 2LF – Fell 2 x Fir tree

NFNPA Decision – Raise no objections, for all four

**NFDC**

**Planning Applications & Tree Works Requests**

No cases

**90/21 To Approve the Minutes and agreed actions of the Meeting of April 13th 2021**

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**

**91/21 Matters arising from the Minutes of the previous meeting**

67/21 The Chairman has signed the minutes

68/21 205/20 New SID - Clerk will undertake this action in due course (2021/22) budget

49/21 As at April 23<sup>rd</sup> 2021, no representation had been regarding ownership of the Bus Shelter so we will be adopting and taking over maintenance responsibilities from May 1<sup>st</sup> 2021.

69/21 The Clerk wrote to the Chief Executive of ERHA on April 22<sup>nd</sup> 2021. A reply is awaited.

70/21 The Clerk has undertaken the required action and will keep members updated on progress

71/21 The Clerk has allocated the grant within our reserves.

72/21 The Clerk contacted NFDC on April 19<sup>th</sup> 2021 and is awaiting a response.

73/21 The Clerk has ordered the plaques

74/21 The Clerk has undertaken the required action

75/21 The Clerk circulated these minutes on April 23<sup>rd</sup> 2021

76/21 The Clerk will undertake the required action.

77/21 b. The RFO has completed the agreed movements

77/21 c. Cllr. Rhodes has signed the reconciliation

d(i). Cllrs Lucas & Rhodes have signed the required documents

d(ii). Cllrs Lucas & Rhodes have signed the required documents

**92/21 a. To receive the Final Internal Audit Review for 2020/21 dated April 8<sup>th</sup> 2021**

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

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

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

**b. To receive & approve Annual Governance Statement 2020/21 (AGAR Part 3 – Section 1, Page 4 of 6)**

The Clerk/RFO presented the above 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. Chillcott, Seconded Cllr. Lucas, all in favour. **APPROVED**

**c. To receive & approve Accounting Statements 2020/21 (AGAR Part 3 – Section 1, Page 5 of 6)**

The Clerk/RFO presented the above 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. Lucas, Seconded Cllr. Rhodes, all in favour. **APPROVED**

**ACTIONS – i). With regards to 92b/21 and 92c/21 the Clerk to arrange for the AGAR to be signed and forwarded (along with the required supporting documents to the external auditors, PKF Littlejohn.**

**ii). The Clerk to arrange for the required “Notice of Public Rights” to be displayed.**

**d. To receive & approve Schedule of Reserves as at March 31<sup>st</sup> 2021**

The Clerk/RFO presented the above 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. Lucas, Seconded Cllr. Chillcott, all in favour. **APPROVED**

**e. To receive & approve Schedule of Assets as at March 31<sup>st</sup> 2021 and insurance arrangements**

The Clerk/RFO presented the above 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**

**93/21 a. To receive and agree the Bank Reconciliation for April 30th 2021**

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

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

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

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

The Monthly Payment Schedule comprising 13 payments for a total of £1,797.63 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 EP04 to EP08) will be signed by Cllrs. Chillcott & Lucas. Electronic Payment instruction (ref EP03) will be signed by Cllrs. Chillcott & Rhodes

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

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

**94/21 Review of delegation arrangements to committees, employees and other local authorities**

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website).

**RESOLVED:** That the review, including the scheme of delegation to the Clerk known as the “Business Continuity Plan be approved.

Proposed by Cllr. Lucas, seconded by Cllr. Wiggins, all in favour. **APPROVED**

**ACTION – Clerk to arrange for the “Business Continuity Plan” to be added to the Transparency section of the Council’s website.**

**95/21 Review and adoption of Standing Orders and Financial Regulations**

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website).

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

Proposed by Cllr. Rhodes , seconded by Cllr. Herra, all in favour. **APPROVED**

**ACTION – Clerk to arrange for the review date of both documents to be noted within the Transparency section of the Council’s website.**

**96/21 Review of the Council’s and/or employees’ membership of other bodies and confirmation of membership.**

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website).

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

Proposed by Cllr. Goodwin, seconded by Cllr. Wiggins, all in favour. **APPROVED**

**97/21 Review of representation on or work with external bodies**

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website).

**RESOLVED:** That a number of changes be made (these are detailed as Appendix 1 to these minutes)

Proposed by Cllr. Herra , seconded by Cllr. Wiggins, all in favour. **APPROVED**

**ACTION – Clerk to arrange for details on Committee Representation page of website to be updated.**

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

**98/21 Review of Advisory Committees, confirmation of the Terms of Reference, the number of members and receipt of nominations to them.**

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website).

**RESOLVED:** 1) That a number of changes be made (these are detailed as Appendix 2 to these minutes);  
2) That the existing responsibility 1 for the Flooding Advisory Committee be removed and the other renumbered accordingly.

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

**ACTION – 1) Clerk to arrange for details on Committee Representation page of website to be updated.**

**2) Clerk to arrange for Flooding Advisory Committee responsibilities within Terms of Reference to be renumbered.**

**99/21 Setting the dates, times and place of ordinary meetings of the Council for the year ahead.**

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

**RESOLVED:** That the details presented be approved.

Proposed by Cllr. Chillcott, seconded by Cllr. Wiggins, all in favour. **APPROVED.**

**100/21 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 HCC Highways contractors had paid a further visit to The Parade, Southampton Road area regarding the drainage issues there and that they had repaired the road surface at the northern end of Pollards Moor Road.

**101/21 Councillors Reports**

Cllr. Chillcott thanked Cllr. Lucas for serving the Council so well over the last six years and for his work in producing the newsletter.

Cllr. Rhodes advised that she, Cllr. Wiggins and the Clerk would be undertaking a Visual Playground Inspections course on May 11<sup>th</sup> 2021.

**102/21 Suggested Agenda Items for the June 8<sup>th</sup> 2021 meeting**

Sports Wall/Parish Hall Field repairs

Lengthsman Tasks

Council objectives review

Bartley Crossroads update

Health & Safety Policy

**103/21 To Confirm the next meeting**

The next meeting will take place on June 8<sup>th</sup> 2021 (venue and/or meeting method to be advised).

**With no further business to transact, the Chairman closed the meeting at 9.22pm.**

**APPENDIX 1 AGENDA ITEM 97/21 Review of representation on or work with external bodies**

**Body/Organisation - Parish Council Representative(s)**

- New Forest Association of Local Councils – Chair & Vice-Chair
- Hampshire Association of Local Councils – Chair & Vice-Chair
- New Forest Consultative Panel – Cllr Goodwin (Cllr Wiggins, reserve)
- New Forest National Park Authority N.E. Quadrant Meeting – Cllrs Goodwin & Wiggins
- NFNPA Forest North East Conservation Area review working group – Cllrs. Chillcott, Goodwin & Wiggins
- Parish Hall Management Committee – Cllr Chillcott
- Copythorne C of E Infant School – Cllr Herra
- Bartley C of E Junior School – Cllr Herra
- Community Speed Watch – Cllr Wiggins
- New Forest Passenger Transport Forum – Cllr. Chillcott
- Local Cycling & Walking Infrastructure Plan Partnership – Cllr Rhodes

**Item/Area of Responsibility/ Councillor**

- Finance – Chairman of Finance Advisory Committee
- Media & Publicity – Chairman of Media & Publicity
- Personnel & Governance – Chairman of Personnel & Governance
- Flooding - Cllrs Chillcott, Goodwin, Wiggins & Lady Kara Hawks
- New Forest National Park – Cllr. Chillcott
- Transport – Cllr. Chillcott (Cllr. Herra, deputy)
- Highways, Footpaths & Rights of Way - All members of the Council
- Lengthsman – Parish Clerk
- Splitwind Pond – Parish Clerk
- Asset inspections – Parish Clerk
- Newsletter – Cllrs. Goodwin & Rhodes
- Climate Emergency – Cllr. Rhodes

All members of the Council should regularly review the Council newsletter, website and all similar items in the Public Domain and must report concerns to appropriate lead member and or the Clerk

**APPENDIX 2 AGENDA ITEM 98/21 Review of Advisory Committees**

<b>Finance -</b>	Cllrs Chillcott, Rhodes, Herra & Wiggin, plus Parish Clerk (non-voting role)
<b>Flooding -</b>	Cllrs. Chillcott, Goodwin, Lady Kara & Wiggins
<b>Media/publicity -</b>	Cllrs. Herra, Wiggins & Rhodes
<b>Personnel &amp; Governance -</b>	Cllrs. Chilcott, Herra, Rhodes & Wiggins
<b>Five Year Plan -</b>	Cllrs. Chillcott, Herra, Wiggins & Rhodes, plus Parish Clerk (non-voting role)

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