

DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON JUNE 8TH 2021 AT COPYTHORNE PARISH HALL

Members present: Cllr. Graham Chillcott (Chairman); Cllr. John Goodwin; 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. Diane Andrews
One member of the public was present

AGENDA ITEMS

104/21 Apologies

Cllr. Steve Herra

105/21 Declarations of Interest in items on the Agenda

Cllr. Goodwin declared an interest in Item 108/21 (planning application 21/00447).
Cllr. Lady Kara Hawks declared an interest in Item 108/21 (Tree Works request CONS/21/0268)

106/20 Public Session

No members of the public wished to speak.

107/21 County and District Councillors Reports

County Cllr. Edward Heron had - prior to the meeting - sent a written report (a copy of which is included in the supporting documents for this meeting on the Council's website).
Dist. Cllr. Diane Andrews advised that she is happy to support the Parish Council's efforts to have NFDC waste bins, missing from Splitwind Pond and The Parade, replaced. She also spoke about plans by NFDC to ensure that developers do all that they can to reduce the ecological footprint of new buildings.

108/21 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

21/00404 – Malham, Winsor Road, Winsor, SO40 2HN – Alterations to garage to form separate accommodation; pitched roof to garage; render.

Parish Comment: 4 - Recommend REFUSAL (see NFNPA planning portal for details)

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

21/00447 – Obertrum, Chinham Road, Bartley, SO40 2LF – Single storey rear extension.

Parish Comment: 3 - Recommend PERMISSION, for reasons listed (see NFNPA planning portal for details)

Cllr. Wiggins proposed, Cllr. Rhodes seconded, all eligible to vote in favour. (Cllr. Goodwin took no part in discussion or vote)

21/00452 – Sydney Cottage, Winsor Road, Winsor, SO40 2HP – Two storey extension; front porch.

Comment: 3 – Recommend PERMISSION, for reasons listed (see NFNPA planning portal for details)

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

21/00471 – Storms Farm Cottage, Kewlake Lane, Cadnam, SO40 2NT – Two storey extension; roof alterations; alterations to fenestration; 1 no. Outbuilding; demolition of single storey extension.

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

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

Signed by the Chairman: Date:

21/00508 – The Oaks, Barrow Hill Road; Copythorne, SO40 2PH – Roof alteration to facilitate raising of roof ridge height and 20 no. roof mounted solar panels; external rendered wall insulation; installation of external wall mounted battery and air source heat pump.

Parish Comment: 3 – Recommend PERMISSION, for reasons listed (see NFNPA planning portal for details)
Cllr. Wiggins proposed, Cllr. Rhodes seconded, all in favour.

21/00481 – Friedburg, Chinham Road, Bartley, SO40 2LF – Outbuilding

Parish Comment 3: – Recommend PERMISSION, for reasons listed (see NFNPA planning portal for details)
Cllr. Rhodes proposed, Cllr. Wiggins seconded, all in favour.

21/00495 – Forest Hill, Old Lyndhurst Road, Cadnam, SO40 2NL – Application for Cert. of Lawful Development for proposed single storey extension.

Parish Comment: No comment to make.

21/00520 – Bramley Cottage, Chinham Road, Bartley, SO40 2LL – 1no. two storey extension; 1no. single storey extension; 1no. additional window; alter 1no. window

Parish Comment: 3 – Recommend PERMISSION, for reasons listed (see NFNPA planning portal for details)
Cllr. Rhodes proposed, Cllr. Wiggins seconded, all in favour.

21/00519 – Tangleweed, Chinham Road, Bartley, SO40 2LF – Replacement conservatory; demolition of existing conservatory.

Parish Comment: 3 – Recommend PERMISSION, for reasons listed (see NFNPA planning portal for details)
Cllr. Goodwin proposed, Cllr. Lady Kara seconded, all in favour.

NFDC Planning Applications

21/10641 – The Old Orchard, Whinwhistle Road, East Wellow, SO51 6BN – Roof alterations to include raising of ridge height, front and rear dormers; roof lights; rear extensions.

Parish Comment: 4 – Recommend REFUSAL, for the reasons listed (see NFDC planning portal for details)
Cllr. Lady Kara proposed, Cllr. Wiggins seconded, all in favour.

NFNPA

Tree Works Requests

CONS/21/0240 – Byways, Winsor Lane, Winsor, SO40 2HG – Prune 1 x group of Sycamores; prune 1 x group of Cedars; prune 1 x Oak; prune 1 x Sycamore.

CONS/21/0246 – Land at the back of Blackstump, Newbridge Road, Newbridge, SO40 2NX – Prune 1 x oak; Fell 13 x dead and dying Firs.

CONS/21/0247 – The Cottage, Newbridge Road, Newbridge, SO40 2NW – Prune 1 x Yew

CONS/21/0263 – Winsor Cottage, Winsor Road, Winsor, SO40 2HP – Fell 2 x Evergreen Firs

Responses - Due to responses needing to be submitted for these four 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 each of these requests.

CONS/21/0268 – Tackaberry Cottage, Old Romsey Road, Cadnam, SO40 2NP – TG1 Cypress group – fell; TG2 Sycamore, Holly, Alder & Birch – reduce Sycamores and Hollies by up to 3m in height & spread and fell the Alders and Birches; TG3 2 x Copper Beech and 1 x Maple – reduce by 3m in height and spread; TG4 3 x Alder stems - Fell

Response – Given extent of request, trees officer to consider request “in the round” rather than individually and to consider use of TPO to protect all trees until need for works can be fully assessed.

Cllr. Wiggins proposed, Cllr. Goodwin seconded. All eligible to vote in favour. (Cllr. Lady Kara took no part in discussion or vote).

CONS/21/0277 – Bartley Manor Coach House, Bartley Manor, Brockishill Road, Bartley, SO40 2 LN – Fell 1 x Holly; Fell 1 x Yew; Fell 1 x Oak tree

Response - Leave decision to Trees Officer, suggest condition to replant one of each species felled.

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

CONS/21/0281 – Cherry Tree Cottage, Copythorne Crescent, Copythorne, SO40 2PE – Prune 1 x Holly tree hedge; Prune 1 x Oak tree

Response - Leave decision to Trees Officer.

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

NFDC Tree Works Request

None

109/21 Planning Decisions made since last Council meeting

NFNPA

Planning Applications decided

21/00183 – Splinters, Winsor Road, Winsor, SO40 2HJ – Replacement dwelling etc.

NFNPA Decision – Delegated to officer - Refuse

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

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00250(LBC) Sir John Barleycorn, Old Romsey Road, Cadnam, SO40 2HP – Raise chimney height to 1.8m

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00323 – Sir John Barleycorn, Old Romsey Road, Cadnam, SO40 2HP – Raise chimney height to 1.8m

NFNPA Decision – Delegated to officer – Grant subject to conditions

NFNPA Tree Works Requests decided

CONS/21/0182 – The Cottage, Newbridge Road, Newbridge, SO40 2NW – Fell 1 x Leylandii

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

TPO/21/0214 – Tarquinian, Barrow Hill Road, Copythorne, SO40 2PH – Prune 9x Oak; Prune 1x Silver Birch

NFNPA Decision – Raise no objections, for all three

TPO/21/0220 – Copythorne Garage, Romsey Road, Copythorne, SO40 2PB – Fell 3 x Silver Birch tree

NFNPA Decision – Spilt decision (allowed to reduce and reshape the crowns by 2.5-3.0 metres)

NFDC Tree Works Requests

No cases

110/21 To Approve the Minutes and agreed actions of the Meeting of May 4th 2021

Proposed Cllr. Wiggins, Seconded Cllr. Lady Kara, all in favour

RESOLVED: The minutes were agreed and duly signed by the Chairman.

Signed by the Chairman: Date:

111/21 Matters arising from the Minutes of the previous meeting

- 83/21 The Clerk collected the "Acceptance of Office" and witnessed Cllr. Chillcott's signature
- 84/21 Cllr. Rhodes signed the "Acceptance of Office" and the Clerk witnessed her signature.
- 90/21 The Chairman has signed the minutes
- 91/21 205/20 New SID – The Clerk has placed an order for the new SID
- 69/21 A reply from the ERHA was received on May 4th 2021 and shared with all members.
- 72/21 NFDC have replied to say that they can undertake a traffic monitoring survey at Bartley Crossroads once "lockdown restrictions" allow.
- 92/21 Clerk arranged for AGAR pages to be signed & will update members re ii.) under Item 15 today.
- 93/21 a. Cllr. Lucas signed the reconciliation
b. The required councillors signed the relevant items
- 94/21 The Clerk has undertaken the required action.
- 95/21 The Clerk has undertaken the required action.
- 97/21 The Clerk has undertaken the required action.
- 98/21 The Clerk has undertaken the required actions.

The Clerk also advised the meeting that the review of five items under Standing Order 5 (xvi to xx) had been missed from the APCM agenda. Additionally, due to a misunderstanding the vote for a representative to the Parish Hall Committee was not properly undertaken. These two matters would be covered at the July 13th 2021 meeting.

112/21 To receive and approve a report on Sports Wall/Parish Hall Field repairs

Cllr. Jackie Rhodes presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website).

RESOLVED: That the recommendation be accepted.

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

ACTION – Clerk to issue a purchase order for the works to be undertaken

113/21 To receive and approve a report on the Lengthsman Scheme

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

RESOLVED: That the four proposals for Lengthsman tasks be approved.

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

ACTION – Clerk to instruct Lengthsman to undertake the requested tasks.

114/21 To nominate a Parish Council representative to sit on the Copythorne Parish Platinum Jubilee Celebrations Working Party

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

RESOLVED: That Cllr. Lady Kara be appointed as representative

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

ACTIONS – Clerk to advise the Working Party of the Council's decision and add details to our website.

115/21 To receive and note an updating report on Bartley Crossroads

Cllr. Graham Chillcott presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website).

RESOLVED: That the two recommendation in the report be accepted.

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

ACTIONS – Clerk to contact County Cllr. Edward Heron as requested and to continue liaison with NFDC regarding the traffic monitoring survey

116/21 To receive and approve a Health & Safety Policy

The Clerk presented the above report which included a Health & Safety Policy prepared by Cllr. Jackie Rhodes (a copy of the report is included in the supporting documents for this meeting on the Council's website).

RESOLVED: That the two recommendation in the report be accepted.

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

ACTIONS – Clerk to arrange for the policy to be adding to the “Policies” page of the Council’s website.

117/21 a. To receive and agree the Bank Reconciliation for May 31st 2021

The Bank Reconciliation was presented to the meeting by the Clerk.

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

By rotation, the Bank Reconciliation was signed by Cllr. Goodwin after the meeting.

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

The Monthly Payment Schedule comprising 9 payments for a total of £1,735.34 along with the supporting invoices/claims was presented to the meeting by the Clerk.

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

By rotation, the schedules and Electronic Payment instructions (EP9 to EP 11) were signed by the Chairman and Cllr. Goodwin after the meeting.

118/21 To receive and note AGAR 2020/21 Next Steps

The Clerk read through his report (a copy of which is included in the supporting documents for this meeting on the Council's website).

RESOLVED: That the next steps detailed in the report be approved.

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

ACTION – Clerk to undertake the next steps detailed in the report.

119/21 To receive and approve a Co-Option Policy

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

RESOLVED: That the Council adopts the Co-Option Policy as written.

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

ACTION – Clerk to arrange for the Policy to be added to the Policies page of the Council’s website.

120/21 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 Council's website). In addition he confirmed that - following the adoption of the Co-Option policy (see 119/21 above) – the current councillor vacancy in the North Ward would be advertised as per item 1 of his report.

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

121/21 Chairman’s Reports

Prior to the meeting Cllr. Chillcott had provided a written report (a copy of which is included in the supporting documents for this meeting on the Council's website). He advised the meeting that he attended the Parish Hall Committee meeting on June 7th and due to the complexity of some of the discussions will provide a written report to members as soon as the minutes are received from the Secretary.

122/21 Councillors Reports

Cllr. Rhodes - Prior to the meeting Cllr. Rhodes had provided a written report (a copy of which is included in the supporting documents for this meeting on the Council's website) to members about a "Community Energy Masterclass" that she had attended via "Zoom" along with Cllr. Chillcott. She added that she and the Clerk would be attending a "Teams Meeting" presentation by The Greening Campaign to assist with ideas related to our work on the Climate Emergency.

Cllr. Goodwin – Asked when we would be presenting the 2021 Parish Award to the winner, Natasha Beatty. Cllr. Chillcott advised that arrangements were being put in place for a socially distanced presentation of the award certificate outside the Parish Hall.

Cllr. Goodwin – Asked about the possibility of planting an Oak tree as an eventual replacement for the "Bartley Oak" (near the eastern end of "Green Lane") as part of the Queen's Platinum Jubilee Celebrations. He asked if the Clerk could contact the National Trust to discuss.

ACTION – Clerk to contact Forestry England (the owners of the land in question) to discuss this possible request.

Cllr. Wiggins – Asked about the possible repair of the New Inn Lane road sign. Clerk advised that he has approached NFDC about this matter.

123/21 Suggested Agenda Items for the July 13th 2021 meeting

- GIS Parish Map vs Parish Online Review
- Parish Newsletter Budget
- Parish Environmental Policy
- Q1 2021/22 Budget Report
- Grant Applications
- Schedule for RoW Inspections
- APCM matters to be revisited

124/21 To Confirm the next meeting

The next meeting will take place on July 13th 2021 (venue and/or meeting method to be advised).

With no further business to transact, the Chairman closed the meeting at 9.16pm.