

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON JULY 13TH 2021 AT COPYTHORNE PARISH HALL**

Members present: Cllr. Graham Chillcott (Chairman); Cllr. John Goodwin; Cllr. Jackie Rhodes;  
Cllr. Sylvia Wiggins

In attendance: David Rigby – Clerk/R.F.O.

Five members of the public were present

**AGENDA ITEMS**

**125/21 Apologies**

Cllr. Steve Herra; Cllr. Lady Kara Hawks

**126/21 Declarations of Interest in items on the Agenda**

Cllr. Goodwin declared an interest related to Item 129/21 (planning application 21/00557).

**127/21 Public Session**

No members of the public wished to speak.

**128/21 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).

**129/21 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

21/00523 – Cherry Tree Cottage, Lyndhurst Road, Cadnam, SO40 2NR – Outbuilding, hardstanding  
Parish Comment: 4 - Recommend REFUSAL, for reasons listed (see NFNPA planning portal for details)  
Cllr. Wiggins proposed, Cllr. Goodwin seconded, all in favour.

21/00551 – 5 Pollards Moor Road, Copythorne, SO40 2NZ – First floor extension.  
Parish Comment: 4 - Recommend REFUSAL, for reasons listed (see NFNPA planning portal for details)  
Cllr. Rhodes proposed, Cllr. Wiggins seconded, all in favour.

21/00557 – Field View, Old Lyndhurst Road, Cadnam, SO40 2NL – Application for Cert. of Lawful Development for continued use of building as an independent residential dwelling.  
Parish Comment: No comment to make.

21/00493 – Copied Hall Farm, Winsor Road, Winsor, SO40 2HE – Manège  
Parish Comment: 4 – Recommend REFUSAL, for reasons listed (see NFNPA planning portal for details)  
Cllr. Wiggins proposed, Cllr. Goodwin seconded, all in favour.

21/00605 – Bartley Manor Coach House, Brockishill Road, Bartley, SO40 2LN – Gates; fence panels; verge surfacing  
Parish Comment: 4 – Recommend REFUSAL, for the reasons listed (see NFNPA planning portal for details)  
Cllr. Wiggins proposed, Cllr. Goodwin seconded, all in favour.

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

**NFNPA**

**Tree Works Requests**

CONS/21/0294 – Hurstbourne Villa, Copythorne Crescent, Copythorne, SO40 2PE – Prune 1 x Yew; Prune 2 x Silver Birch; Prune 1 x Bay

Response - Due to response needing to be submitted for this request 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 on June 18<sup>th</sup> 2021

CONS/21/0330 – White Hart Inn, Old Romsey Road, Cadnam, SO40 2NP – Prune 1 x Monterey Pine

Response – Fully supportive of request.

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

**NFDC Tree Works Request**

None

**130/21 Planning Decisions made since last Council meeting**

**NFNPA**

**Planning Applications decided**

21/00404 - Malham, Winsor Rd, Winsor, SO40 2HN – Alterations to garage to form separate accommodation

NFNPA Decision – N/A - Withdrawn by applicant

21/00151 - Bartley Forest Farm, Lyndhurst Road, Cadnam, SO40 2NR - Hard surface access track

NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00182 - 8 Barleycorn Walk, Cadnam, SO40 2LY - Conservatory; demolition of existing conservatory

NFNPA Decision – Delegated to officer – Grant Subject to conditions

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

NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00471 - Storms Farm Cottage, Kewlake Lane, Cadnam, SO40 2NT - Two storey extension; etc.

NFNPA Decision – N/A - Withdrawn by applicant

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

NFNPA Decision – N/A - Withdrawn by applicant

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

NFNPA Decision – Delegated to officer – Grant Subject to conditions

20/00792 - Land to the Rear of Uncle Toms Cabin, Romsey Road, Cadnam, SO40 2NN - Retention of scaffolding structure

NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00495 - Forest Hill, Old Lyndhurst Road, Cadnam, SO40 2NL - Application for a Certificate of Lawful Development for proposed single storey extension

NFNPA Decision – Delegated to officer – Permitted development

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

**NFNPA Tree Works Requests decided**

CONS/21/0240 - Byways, Winsor Road, Winsor, SO40 2HG

Prune 1 x group of 2 Sycamore; Prune 1 x group of Cedar; Prune 1 x Oak; Prune 1 x Sycamore

CONS/21/0246 - Land at the back of Blackstump, Newbridge Road, Cadnam, SO40 2NX

Prune 1 x Oak tree; Fell 13 x dead and dying Fir trees

CONS/21/0247 - The Cottage, Newbridge, Cadnam, SO40 2NW - Prune 1 x Yew tree

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

CONS/21/0268 - Tackaberry Cottage, Old Romsey Road, Cadnam, SO40 2NP

TG1: Cypress group: Fell

TG2: Sycamore, Holly, Alder and Birch: reduce the Sycamores and Hollies by up to 3m in height and 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

CONS/21/0277 - Bartley Manor Coach House, Bartley Manor, Brockishill Road, Bartley, SO40 2LN

Fell 1 x Holly tree; Fell 1 x Yew tree; Fell 1 x Oak tree

CONS/21/0281 - Cherry Tree Cottage, Copythorne Crescent, Copythorne, SO40 2PE

Prune 1 x Holly tree hedge; Prune 1 x Oak tree

CONS/21/0294 - Hurstbourne Villa, Copythorne Crescent, Copythorne, SO40 2PE

Prune 1 x Yew tree; Prune 2 x Silver birch trees; Prune 1 x Bay tree

NFNPA Decision – Raise no objections, for all eight

**NFDC Tree Works Requests**

No cases

**131/21 To Approve the Minutes and agreed actions of the Meeting of June 8th 2021**

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

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

**132/21 Matters arising from the Minutes of the previous meeting**

107/21 Dist. Cllr. Andrews has advised the Clerk that NFDC Streetscene are willing to replace one of the missing bins (Splitwind Pond or The Parade) as trial for 3 months to monitor volume/range of litter and then decide on a best way forward for the second location. Members present agreed on The Parade as the trial location and asked the Clerk to advise NFDC that they were disappointed with the decision and had concerns that the good work of the Parish Pickers in clearing litter would impact on evidence gained from the trial.

- 112/21 The Clerk issued the purchase order. Work was undertaken on Friday July 2<sup>nd</sup> 2021.  
113/21 The Clerk has undertaken the required action.  
114/21 The Clerk has undertaken the required action.  
115/21 The Clerk has undertaken the required action; e-mail has been acknowledged; reply chased & awaited.  
116/21 The Clerk has undertaken the required action.  
118/21 The Clerk has undertaken the required action.  
119/21 The Clerk has undertaken the required action.  
122/21 The Clerk advised members that Forestry England were willing to consider the request. Details to be supplied to Cllr. Goodwin.

**133/21 To receive and approve a report on Parish Newsletter budget**

Cllr. John Goodwin 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 three recommendations be accepted.

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

**ACTION – Clerk to move £100 of the Contingency budget to the Newsletter budget.**

**134/21 To receive and approve a Parish Environmental Policy**

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 two recommendations be approved.

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

**ACTION – Clerk to arrange for Parish Environmental policy to be added to Council Website and arrange payment of £50 from the Environmental Budget to The Greening Campaign**

**135/21 To receive and approve a response to the HCC Flood Risk Investigation Report for Copythorne Village.**

Cllr. 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 recommendations be approved.

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

**ACTIONS – 1) Cllr. Graham Chillcott to prepare and share with members the list detailed in recommendation 1 before Clerk then sends list to HCC Flood & Water Management Team.**

**2) Clerk to discuss with the HCC Flood & Water Management Team the production and publication of the Bartley Flood Investigation Report**

**136/21 Review of Mapping Software systems used by the Parish Council**

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 recommendation in the report be accepted.

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

**ACTION – Clerk to diarise for further review in January 2022.**

**137/21 To receive and approve a report on Matters relating to the order of business under Standing Order 5J at the Annual Parish Council Meeting held on May 4<sup>th</sup> 2021**

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

**RESOLVED:** That Recommendation 1 in the report be accepted.

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

As a result of recommendation 1 being accepted, recommendation 2 seeking nominations for the role of Parish Council representative on the Parish Hall Committee was progressed. Cllr. Chillcott offered to undertake the role. Proposed Cllr. Rhodes, Seconded Cllr. Goodwin, all in favour. **APPROVED**

**RESOLVED:** That Recommendations 3 and 4 in the report be accepted.

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

**ACTION – Clerk to arrange for revised versions of documents relating to Standing Order 5J xvi and xviii to be placed on the “Policies” page of the Council’s website.**

**138/21 a. To receive and agree the Bank Reconciliation for June 30th 2021**

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

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

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

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

The Monthly Payment Schedule comprising 17 payments for a total of £2475.43 along with the supporting invoices/claims was presented to the meeting by the Clerk.

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

By rotation, the schedules and Electronic Payment instructions (EP12 to EP18) were signed by the Chairman and Cllr. Wiggins after the meeting.

**139/21 To receive and note Q1 2021/22 Budget 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). Report noted.

**140/21 To consider Grant Applications received (under s.137 of Local Government Act 1972**

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

**RESOLVED:** That the Council approves a s.137 grant of £200 for the New Forest Citizens Advice Bureau.

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

**ACTION – Clerk to arrange for the agreed grant to be paid to the New Forest Citizens Advice Bureau.**

**RESOLVED:** That a decision on awarding a grant to Copythorne Pre-School for the Wild Play Zone be deferred until the next round of Grant Applications are considered.

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

**ACTION – Clerk to contact applicant to advise decision**

**141/21 Clerk to issue for approval suggestion allocation of footpaths for councillors to inspect & report on by Aug 21<sup>st</sup>**

The Clerk presented a copy of the proposed schedule of Rights of Way inspections in the Parish together with a copy of the “definitive statements” for the Rights of Way (copies of which are included in the supporting documents for this meeting on the Parish website). Members were happy with the allocations.

**ACTION – Clerk to issue members with individual copies of the inspection schedule & guidance for the task.**

**142/21 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 advised that:-

- i. The Winsor Lane noticeboard was installed on July 9<sup>th</sup>

- ii. That HCC had undertaken work on the pavement at the northern end of Pollards Moor Road on July 8<sup>th</sup>. However the task had not been completed as expected and HCC will be returning to do so.
- iii. Post Office Counters Ltd have advised that from Friday July 23<sup>rd</sup> 2021 a mobile Post Office will visit the White Hart pub car park weekly between 10-11am for a trial period of between 3 and 6 months.

**143/21 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 further advised the meeting that:-

- i. He had been unable to attend the Parish Hall Committee meeting on July 5<sup>th</sup> 2021 and will circulate notes from the minutes when received.
- ii. He had been advised by the NFNPA that work on the review of the Forest North East Conservation Area has been delayed until late 2021.
- iii. The 2021 Parish Award certificate was presented to Natasha Beatty on July 10<sup>th</sup> 2021.

**144/21 Councillors Reports**

Cllr. Rhodes advised that she had attended a HALC training course on Chairing Meetings Skills which she had found very useful.

Prior to the meeting Cllr. Goodwin had provided a written report (a copy of which is included in the supporting documents for this meeting on the Council's website).

**ACTIONS – 1) Clerk to contact HCC Highways regarding pavement issues along Winsor Road.  
2) Clerk to contact NFDC to seek support with issues relating to the believed presence of Japanese Knotweed in the parish**

**145/21 Suggested Agenda Items for the September 14<sup>th</sup> 2021 meeting**

- Platinum Jubilee Oak Tree report (JG/LK)
- Climate Emergency Update (JR)
- Annual Playground Report (Clerk)
- Parish Meeting planning (GC/Clerk)

**146/21 To Confirm the next meeting**

The next meeting will take place on September 14th 2021 (venue and/or meeting method to be advised).

**With no further business to transact, the Chairman closed the meeting at 8.50pm.**