

**MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON  
SEPTEMBER 14TH 2021 AT COPYTHORNE PARISH HALL**

Members present: Cllr. Graham Chillcott (Chairman); Cllr. John Goodwin; Cllr. Jackie Rhodes;  
Cllr. Sylvia Wiggins Cllr. Lady Kara Hawks: Cllr. Steve Herra  
Cllr. Sarah Coombs (joined after item 150/21)  
In attendance: David Rigby – Clerk/R.F.O.

Six members of the public were present

**AGENDA ITEMS**

**147/21 Apologies**

None

**148/21 Declarations of Interest in items on the Agenda**

Cllr. Lady Kara Hawks declared an interest related to Item 152/21 (Tree works request CONS/21/0456).

**149/21 Public Session**

No members of the public wished to speak.

**150/21 Co-Option to fill the vacancy for a councillor in Copythorne North Ward**

The Clerk explained the process of co-option as set out in the Council's Co-Option policy. The two candidates, Sarah Coombs and Richard Fowler, each gave a short presentation; both were proposed by Cllr. Sylvia Wiggins and seconded by Cllr. Graham Chillcott; a vote of the members was then taken.

**RESOLVED:** That Sarah Coombs was invited to fill the vacancy.

**ACTION:** Sarah Coombs completed a Declaration of Acceptance of Office which the Clerk witnessed.  
Cllr. Coombs then joined the other members for the rest of the meeting.

**151/21 County and District Councillors Reports**

District Cllr. Diane Andrews, reading from a prepared report, gave a summary of various issues that she had been involved with (a copy of her report is now included in the supporting documents for this meeting on the Council's website).

District Cllr. Derek Tipp advised that following a request from the Parish Pickers he is trying to get NFDC to place litter bins in two laybys either side of the A31 roundabout at Cadnam. He also mentioned the NFDC's "Empty Homes Strategy"; their funding of a commercial property development near Ringwood; that an updating meeting on the "Draft Waste Strategy" was due in November; and that Dist. Cllr. Joe Reilly was continuing to make good progress following recent surgery.

**152/21 Planning Applications; TPOs and Tree Works Requests**

**NFNPA Planning Applications**

21/00691 – Salisbury Lodge, Salisbury Road, Ower, SO51 6AN – Conversion of existing conservatory to single storey extension.

Parish Comment: 1 - Recommend PERMISSION, but would accept the decision reached by the NPA's Officer  
Cllr. Goodwin proposed, Cllr. Rhodes seconded, all in favour.

21/00698 – Martins Oak, Copythorne Crescent, Copythorne, SO40 2PE – 2 no. new outbuildings

Parish Comment: 1 - Recommend PERMISSION, but would accept the decision reached by the NPA's Officer  
Cllr. Rhodes proposed, Cllr. Goodwin seconded, all in favour.

21/00695 – Yew Tree Cottage, Chinham Road, Bartley, SO40 2LF – Conversion of conservatory to single storey extension

Parish Comment: 1 - Recommend PERMISSION, but would accept the decision reached by the NPA's Officer Cllr. Goodwin proposed, Cllr. Herra seconded, agreed.

21/00681 – 12 Romsey Road, Ower, SO51 6AE – Two storey outbuilding; mixed use of outbuilding as ancillary residential and 1no. holiday let

Parish Comment: 5 – We are happy to accept the decision reached by the NPA's Officer under their delegated powers.

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

21/00770 – Malham, Winsor Road, Winsor, SO40 2HN – Alterations to garage to form separate accommodation; pitched roof to garage; render

Parish Comment: 3 – Recommend PERMISSION for the reasons listed below (see NFNPA Planning Portal)

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

#### **NFNPA**

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

CONS/21/0414– Old Orchard, Winsor Road, Winsor, SO40 2HN - Fell 1 x Beech; Fell 1 x Oak

CONS/21/0423 – Tarquinian, Barrow Hill Road, Copythorne, SO40 2PH – Prune 1 x Silver Birch

CONS/21/0429 – Clock Cottage, Whitemoor Lane, Winsor, SO40 2HD – Fell 1 x Walnut, Lime and Ash

Response - Due to responses needing to be submitted for these requests before the date of the meeting, councillor opinions were gathered by e-mail and "Leave decision to Trees Officer" responses were sent to the NFNPA (on Aug 31<sup>st</sup> 2021 for "0414" & "0423" and on Sept 8<sup>th</sup> 2021 for "0429")

CONS/21/0452 – Winsor Lodge, Winsor Road, Winsor, SO40 2HF – Re-pollard/Prune 1 x Weeping Willow

Response – Leave decision to Trees Officer, all in favour

CONS/21/0456 – Bridge Cottage, Old Romsey Road, Cadnam, SO40 2NP – Prune 1 x Oak

Response – Leave decision to Trees Officer, all in favour (Cllr. Lady Kara declared an interest & did not vote)

##### **NFDC Tree Works Request**

None

#### **160/21 (Item Brought Forward) To receive and approve a report on the 2021 Remembrance Day Parade**

Chair suspended Standing Orders briefly to allow a representative of the Copythorne branch of the Royal British Legion ("RBL") to speak in favour of a report prepared by the Clerk (a copy of which is included in the supporting documents for this meeting on the Council's website) that at the request of the RBL the Parish Council take over responsibility for arranging the required Road Closures for the annual Parade.

**RESOLVED:** That the two recommendations in the report be accepted.

Proposed Cllr. Goodwin, Seconded Cllr. Coombs, all in favour

**ACTION - Clerk to submit the required Road Closure request to NFDC**

#### **153/21 Planning Decisions made since last Council meeting**

##### **NFNPA**

##### **Planning Applications decided**

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

NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00481 – Friedburg, Chinham Road, Bartley, SO40 2LF - Outbuilding  
NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00551 – 5 Pollards Moor Road, Copythorne, SO40 2NZ – First floor extension; rooflights  
NFNPA Decision – Delegated to officer – Refuse

21/00628 – Evergreen Cottage, Wittensford Lane, Brook, SO43 7JA – Detached garage  
NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00663 – Paddock Wood, 9 Whitemoor Lane, Winsor, SO40 2HD - Two storey side extension; etc.  
NFNPA Decision – Delegated to officer - Refuse

21/00666 – Tanzima, Lyndhurst Rd, Cadnam, SO40 2NR – 1st floor extension; single storey extensions, etc  
NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00610 – 3 Pollards Moor Road, Copythorne, SO40 2NZ – Single storey extension; alterations, etc.  
NFNPA Decision – Delegated to officer – Grant Subject to conditions

#### **NFDC**

##### **Planning Applications decided**

21/10641 – The Old Orchard, Whinwhistle Road, East Wellow, SO51 6BN – Roof alterations to include raising of ridge height; front & rear dormers; roof lights; rear extensions  
NFDC Decision – Planning Committee - Refuse

##### **NFNPA Tree Works Requests decided**

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

TPO/21/0361 – The Oaks, Barrow hill Road, Copythorne, SO40 2PH – Prune 1 x Oak

CONS/21/0372 – The Gatehouse, Cadnam Lane, Cadnam, So40 2U – Fell 1 x Ash, Fell 1 x Sycamore

NFNPA Decision for all three requests - Raise no objections

R/14/15/21/041 – Moulands Farm, Winsor Road, Winsor, SO40 2HN – Fell 1 x Oak

R/14/15/21/0427 – Sir John Barleycorn, Old Romsey Road, Cadnam, S040 2NP – Fell 1 x dangerous tree

NFNPA Decision for both requests – Exempt Works

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

No cases

#### **154/21 To Approve the Minutes and agreed actions of the Meeting of July 13th 2021**

Proposed Cllr. Rhodes, Seconded Cllr Chillcott, all five members at the July 13<sup>th</sup> meeting voted in favour

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

#### **155/21 Matters arising from the Minutes of the previous meeting**

133/21 The Clerk has undertaken the required action

134/21 The Clerk has undertaken the required action

135/21 1) The Clerk is awaiting the list from Cllr. Chillcott.

2) The Clerk undertook this action and a member of the F&WMT visited on Aug 8<sup>th</sup> 2021 to gather background information to assist with drafting the report.

136/21 The Clerk has diarised as agreed

137/21 The Clerk has undertaken the required action.

140/21 1) The Clerk has made the agreed payment.

2) The Clerk has undertaken the required action

141/21 The Clerk has completed the required actions and is now compiling a report of all of the inspections.

144/21 1) The Clerk reported the issues to NFDC and HCC to address

2) The Clerk contacted the Environmental Health Team at NFDC who advised that the Knotweed has been treated.

**156/21 To receive an update on Climate Emergency activities within the Parish**

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 accepted.

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

**ACTION – Cllr. Rhodes to provide a further update on progress at the October 12th 2021 Council meeting**

**157/21 To receive and approve a Playground Inspection Report**

The Clerk presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website). Cllr Goodwin asked what the gap between the "group swing" and the fence was? The Clerk replied that it was only about 10 cm. Cllr. Goodwin also asked how many instances of footballs landing in the playground from the field had been reported since the last inspection report (*in Feb 2021*)? The Clerk replied that no instances had been reported to the Council in 2021.

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

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

**ACTION – In relation to recommendation 3 the Clerk is to seek volunteers for a "working party".**

**158/21 To receive a statement from the Clerk on Affordable Housing within the Parish**

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

**159/21 To receive an update on Parish Meeting Planning**

The Clerk presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website) and advised the members of four possible dates for a Parish Meeting at the Parish Hall, these being October 14<sup>th</sup> & 28<sup>th</sup> and November 11<sup>th</sup> and 25<sup>th</sup>)

**RESOLVED:** That the two recommendations in the report be accepted with Nov 25<sup>th</sup> being the chosen date.

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

**ACTIONS –**

- 1. Clerk to book the Parish Hall for the evening of November 25<sup>th</sup>**
- 2. Clerk to issue a draft agenda and circulate to members in advance of the October 2021 Council meeting for further discussion at that meeting.**

**161/21 a i. To receive and agree the Bank Reconciliation for July 31st 2021**

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

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

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

**a ii. To receive and agree the Bank Reconciliation for August 30th 2021**

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

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

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

**b i. To receive and agree an additional Payments Schedule for July 2021**

The Payment Schedule comprising 7 payments for a total of £826.88 along with the supporting invoices/claims was presented to the meeting by the Clerk.

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

By rotation, the schedules and Electronic Payment instructions (EP19 to EP21) were signed by the Chairman and Cllr. Herra after the meeting.

**b ii. To receive and agree the monthly Payments Schedule for August 2021**

The Payment Schedule comprising 7 payments for a total of £920.41 along with the supporting invoices/claims was presented to the meeting by the Clerk.

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

By rotation, the schedules and Electronic Payment instructions (EP22 to EP24) were signed by the Chairman and Cllr. Herra after the meeting

**b iii. To receive and agree the monthly Payments Schedule for September 2021**

The Payment Schedule comprising 8 payments for a total of £1288.44 along with the supporting invoices/claims was presented to the meeting by the Clerk.

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

By rotation, the schedules and Electronic Payment instructions (EP25 to EP28) were signed by the Chairman and Cllr. Herra after the meeting

**162/21 To receive and approve a recommendation to appoint Tim Light as the Council's Internal Auditor for 2021/22.**

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 Council approve the appointment

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

**ACTION – Clerk to notify Tim Light of the decision.**

**163/21 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 connection with item 5 (Paultons Park traffic issues) Cllr. Goodwin said that any discussions with HCC should include reference to whether signposting traffic to come off the M27 at Junction 2 was the still the best option.

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

**164/21 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. A new bus service would commence in late October linking Cadnam with Ringwood & Southampton city centre. Details will be included in the Council's October 2021 newsletter.
- ii. He had attended the Parish Hall Committee ("PHC") meeting on September 6<sup>th</sup> 2021. Of note to the Council is that the PHC will continue (alongside the Council) to monitor any reported incidents of balls landing in the Parish playground from the field.
- iii. He had written to the NFNPA to ask why, when granted planning consent for the new 5g mast along Southampton Rd (just beyond the Parish boundary), they hadn't asked for it to be painted green.

**165/21 Councillors Reports**

Cllr. Lady Kara raised a concern about cars parking in the Romsey Road bus stop layby near the junction with Old Romsey Road. The Clerk advised that he would investigate but that as no parking restriction existed it was unlikely that any action could be taken.

**166/21 Suggested Agenda Items for the October 12<sup>th</sup> 2021 meeting**

Climate Emergency Update (JR)  
Splitwind Pond Winter Maintenance (DR)  
Parish Meeting planning (GC/DR)  
Footpath Inspections Report (DR)  
Q2 2021/22 Budget Report (DR)  
Possible Parish Council response to Queen's Platinum Jubilee (GC)

**167/21 To Confirm the next meeting**

The next meeting will take place on October 12th 2021 (venue and/or meeting method to be advised).

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