

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON NOVEMBER 9TH 2021 AT COPYTHORNE PARISH HALL**

Members present: Cllr. Graham Chillcott (Chairman); Cllr. John Goodwin; Cllr. Jackie Rhodes;  
Cllr. Sylvia Wiggins Cllr. Steve Herra Cllr. Sarah Coombs  
In attendance: David Rigby – Clerk/R.F.O.  
By Invitation: District Cllrs Diane Andrews & Derek Tipp

Seven members of the public were present.

**AGENDA ITEMS**

**188/21 Apologies**

Cllr. Lady Kara Hawks

**189/21 Declarations of Interest in items on the Agenda**

None

**190/21 Public Session**

Two of the directors of Paultons Park Ltd attended the meeting to explain the issues behind the traffic issues experienced during the summer holidays and explain in outline the plans that they are currently drawing up with the help of transport consultants to try and overcome similar issues in the future.

**191/21 County and District Councillors Reports**

District Cllr. Diane Andrews advised that she had attended the demolition of the tower at Fawley Power Station on October 31<sup>st</sup>. She also reported that she has been appointed by NFDC to fill a vacancy on the NFNPA.

District Cllr. Derek Tipp confirmed that he and Dist. Cllr. Joe Reilly had committed to each making a £200 donation for 2021/22 and 2022/23 towards the Platinum Jubilee plans being formulated by the Parish Platinum Jubilee Working party. He also advised that over the last few days he had provided the Clerk with details regarding the potential NFDC costs for installing litter bins in the laybys either side of the “motorway” roundabout at Cadnam. The Clerk confirmed receipt of these details.

**192/21 Planning Applications; TPOs and Tree Works Requests**

**NFNPA - Planning Applications**

21/00824 – Willow House, Copythorne Common, Copythorne, SO40 2PG – Garden room attached to dwelling.

Parish Comment: 4 - Recommend REFUSAL, for the reasons listed below (see NFNPA Planning Portal)

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

21/00821 – Land adjacent Cadnam River, Cadnam Lane (note: field is actually off Newbridge Road) – Equestrian building.

Parish Comment: 1 - Recommend PERMISSION but would accept the decision reached by the NPA’s Officers under their delegated powers.

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

21/00809 – Finches, Kennington Lane, Cadnam, SO40 2NE – Single storey extension; roof alterations to facilitate additional first floor accommodation; juliette balcony; render

Parish Comment: 4 - Recommend REFUSAL, for the reasons listed below (see NFNPA Planning Portal)

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

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

21/00860 – Copythorne Garage, Romsey Road, Copythorne, SO40 2PB – Car storage garage (demolition of existing car garage)

Parish Comment: 1 - Recommend PERMISSION but would accept the decision reached by the NPA's Officers under their delegated powers.

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

21/00897 – Land of Bramble Cottage, Green Lane, Bartley, SO40 2NR – Application for a Certificate of Lawful Development for proposed completion of consent 98/65000 in accordance with approved plans

Parish Comment: - Narrative response sent re lack of contemporaneous evidence of start of works along with request for comments of a member of the public about their recollection of events relating to the site in 1999/2000 to be taken into account.

21/00920 – Petit Bot, 2 Oakfield Road, Bartley, SO40 2LQ – Roof alterations to form additional bedroom; ground floor rear extension and porch

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

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

21/00943 – The Yews, Southampton Road, Cadnam, SO40 2NG - Application for a Certificate of Lawful Development for existing trench to confirm implementation of planning permission 17/00487.

Parish Comment: Nothing to add.

#### **NFDC – Planning Applications**

21/11363 – Shelley Nurseries, Romsey Road, Ower, SO51 6AE – Prior approval from Agri. to dwellings:- Change the use of agricultural building to a single dwelling house; associated building operations.

Parish Response: 5 We are happy to accept the decision reached by NFDC's Officers under their delegated powers although we feel that the external appearance of the proposed property is out of keeping for the parish.

#### **NFNPA - Tree Works Requests**

CONS/21/0539 – St Marys Church, Romsey Road, Copythorne, SO40 - Prune 5 x Beech, Prune 1 x Yew  
Response - Due to a response needing to be submitted for this request before the date of the meeting, councillor opinions were gathered by e-mail and "Leave decision to Trees Officer" response was sent to the NPNPA on November 1st

CONS/21/0551 – Forest Syde, Southampton Road, Cadnam, SO40 2NQ - Prune 1 x group of 2 Oaks; Prune 1 x Yew; Prune 1 x Beech – Leave decision to Tree Officer

CONS/21/0567 – Harvest Moon; Winsor Road; Winsor, SO40 2HE – Fell 3 x Birch; Fell 1 x Willow – We require more information about why trees need to be felled before we can comment.

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

None

### **193/21 Planning Decisions made since last Council meeting**

#### **NFNPA - Planning Applications decided**

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

NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00770 – Malham, Winsor Road, Winsor, SO40 2HN – Alterations to garage to form study and gym; pitched roof to garage; render

NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00523 – Cherry Tree Cottage, Lyndhurst Road, Cadnam, SO40 2NR - Outbuilding; hardstanding

NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00823 – Ingleside, Winsor Lane, Winsor, SO40 2HG - Outbuilding; demolition of 2no. existing outbuildings

NFNPA Decision – Delegated to officer – Grant Subject to conditions

**NFDC - Planning Applications decided**

None

**NFNPA - Tree Works Requests decided**

CONS/21/0539 - St Marys Church, Romsey Road, Copythorne, SO40 2PB - Prune 5 x Beech; Prune 1 x Yew

NFNPA Decision - Raise no objections

**NFDC - Tree Works Requests**

No cases

**194/21 To Approve the Minutes and agreed actions of the Meeting of October 12th 2021**

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

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

**195/21 Matters arising from the Minutes of the previous meeting**

176/21 This update appears as Item 9 on today's agenda

177/21 The Clerk has undertaken these actions. A further update appears as Item 10 on today's agenda

180/21 The Clerk has contacted and chased Catts Tree Care and is awaiting a response

183/21 The Clerk has undertaken these actions.

**196/21 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). Around 20 acceptances received for the next meeting on November 16<sup>th</sup> 2021. Scheme launch date has been set as March 10<sup>th</sup> 2022

**ACTION – Cllr. Rhodes to provide a further update on progress at the December 14th 2021 Council meeting**

**197/21 To receive and discuss 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).

**198/21 To receive and approve a report on the Parish noticeboards replacement programme**

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. Herra, Seconded Cllr. Wiggins, five members in favour, 1 against. **APPROVED**

**ACTION – The Clerk to progress the order**

Cllr. Goodwin advised the meeting that he is considering writing to the Council's External Auditor to question whether the Council's Financial Regulations have been followed.

**199/21 a. To receive and agree the Bank Reconciliation for October 31<sup>st</sup> 2021**

The Bank Reconciliation was presented to the meeting by the Clerk.  
Proposed Cllr. Chillcott, Seconded Cllr. Coombs, all in favour. **APPROVED**  
By rotation, the Bank Reconciliation was signed by Cllr. Rhodes after the meeting.

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

The Payment Schedule comprising 10 payments for a total of £986.58 along with the supporting invoices/claims was presented to the meeting by the Clerk.  
Proposed Cllr. Herra, Seconded Cllr. Chillcott, all in favour. **APPROVED**  
By rotation, the schedules and Electronic Payment instructions (EP31 to EP35) were signed by the Chairman and Cllr. Rhodes after the meeting

**200/21 To receive and approve a report on revision of the Council's Complaints Policy**

The Clerk presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website) on a revised Complaints Policy and a new Vexatious and Habitual Complaints Policy.

**RESOLVED:** That the recommendation in the report be accepted

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

**ACTION - The Clerk to arrange for the policies to be added to the Council's website**

**201/21 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 members that at the end of a Flooding Advisory Committee meeting held on November 4<sup>th</sup> 2021 Cllr. Goodwin had announced his resignation from that Advisory Committee. A report will be presented to the next Council meeting inviting a replacement for him to be appointed from within the members of the Council.

**202/21 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). In addition to the report, he advised members of another act of vandalism to one of the Red phone boxes.

**203/21 Councillors Reports**

Cllr. Rhodes advised that she has recently attended three "webinars" on behalf of the Council and will provide members with reports on each shortly.

Cllr. Herra reminded members of the November 12<sup>th</sup> deadline for articles for the next Parish newsletter.

Cllr. Wiggins advised that on behalf of some of the residents of Oakfield Road she had reported a flooding matter to the Clerk who has reported it to HCC Highways for investigation.

Cllr. Goodwin advised that he had – as an individual – cut the grass around the War Memorial ahead of Remembrance Sunday. He asked that Council consider arranging for this to be dealt in future years. He also asked for an update on a long running drainage issue near The Wilderness, Winsor Road. The Clerk advised that this issue continued to be chased and he would provide members with HCC's response when received.

Cllr. Coombs advised that she had been impressed by the verge cutting recently carried out in Newbridge.

**204/21 Suggested Agenda Items for the December 14<sup>th</sup> 2021 meeting**

Climate Emergency Update (JR)

Council response to Platinum Jubilee (GC)

Budget setting for 2022/23 (Clerk)

Vacancy on Flooding Advisory Committee (Clerk)

Review of pages 2 -5 of the Terms of Reference for Advisory Committees (JG)

**Standing Order 3Z suspended at 9.00pm to allow meeting to continue**

**205/21 To Confirm the next meeting**

The next meeting will take place on December 14th 2021.

**206/21 Confidential Item – Staffing Matter**

Following a vote in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 1(2) to remove the public & press from the meeting (proposed by Cllr. Chillcott, seconded by Cllr. Wiggins, all in favour), Cllr. Herra presented a report (“Item 20 – Confidential item”) which included recommendations to Council from the Personnel & Governance Advisory Committee.

**RESOLVED:** That the recommendations, as amended during discussions, be accepted

Proposed by Cllr. Herra, Seconded by Cllr. Coombs, all in favour. **APPROVED**

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

**With no further business to transact, the Chairman closed the meeting at 9.30pm**

**DRAFT**