

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON  
DECEMBER 14TH 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  
Cllr. Lady Kara Hawks  
In attendance: David Rigby – Clerk/R.F.O.

One member of the public was present.

**AGENDA ITEMS**

**207/21 Apologies**

None

**208/21 Declarations of Interest in items on the Agenda**

None

**209/21 Public Session**

No member of the public wished to speak.

**210/21 County and District Councillors Reports**

No County or District Councillors were present or had submitted a report.

**211/21 Planning Applications; TPOs and Tree Works Requests**

**NFNPA - Planning Applications**

21/00859 – Broom Hill, Winsor Road, Winsor, SO40 2HN – Attached outbuilding with car port: demolition of existing detached outbuilding.

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

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

21/00940 – Tanzima House, Lyndhurst Road, Cadnam, SO40 2NR - First floor extension and terrace; 3no. single storey ground floor extensions; alterations to doors and windows; detached pool building and swimming pool; demolition of existing single storey extensions and conservatory

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

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

21/00950 – Sidley, Southampton Road, Cadnam, SO40 2NB - House; outbuilding (demolish existing dwelling) (Application for Non- Material Amendment to planning permission 08/93557)

Parish Comment: No discussion – Request was determined by NFNPA on December 10<sup>th</sup> 2021 (see 212/21 below)

21/00956 – Sundials, 12 Oakfield Road, Bartley, SO40 2LQ – Application for a Certificate of Lawful Development for a proposed single storey rear extension.

Parish Comment: - Nothing to add.

21/00939 – St. Brelade, Southampton Road, Bartley, SO40 2NA – Open shelter attached to outbuilding

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

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

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

21/01007 – Paddock Wood, 9 Whitemoor Lane, Winsor, SO40 2HD - Two storey side extension; pitched roof over garage; Juliette balcony; glazed balcony; render; replacement cladding; swimming pool; patio; resurfacing of driveway; demolition of existing conservatory

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

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

21/00964 – St. Marys Church, Romsey Road, Copythorne, SO40 2PB – Timber and thatched gateway.

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

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

21/00992 – Manor Equestrian Centre, Old Salisbury Road, Ower, SO51 6FA - Application for a Certificate of Lawful Development for continued use of equestrian facilities for dog training enterprise and private hire of fields and venue.

Parish Comment: Nothing to add.

#### **NFDC – Planning Applications**

21/11484 – Existing barn behind Belvedere on A36 Salisbury Road, Copythorne, SO51 6BN – Use of agricultural barn to residential dwelling house (Prior Approval Application)

Parish Response: No comment.

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

CONS/21/0610 – Tarquinian, Barrow Hill Road, Copythorne, SO40 2PH - Prune 5 x Oak

CONS/21/0617 – 2 Enos Cottage, Chinham Road, Bartley, SO40 2LL – Prune 1 x 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 was sent to the NFNPA on December 3<sup>rd</sup> 2021

CONS/21/0632 – Corner House, Winsor Road, Winsor, SO40 2HE - Prune 1 x Ash – Leave decision to Tree Officer

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

None

### **212/21 Planning Decisions made since last Council meeting**

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

21/00848 - The Gatehouse, Cadnam Farm, Cadnam Lane, Cadnam, SO40 2NU - Single storey extension; 1no. rooflight; alterations to doors and windows.

NFNPA Decision – Delegated to officer – Grant Subject to conditions

21/00872 - Cadnam Garage, Southampton Road, Cadnam, SO40 2NB - Roof alterations to facilitate additional first floor space and ground floor equipment; alterations to doors and windows; cladding; render; refurbishment

NFNPA Decision – Planning Committee - Refuse

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

NFNPA Decision – Delegated to officer - Refuse

21/00821 - Land adjacent Cadnam River, Cadnam Lane, Cadnam - Equestrian building

NFNPA Decision – Delegated to officer – Grant subject to conditions

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

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

NFNPA Decision – Delegated to officer – Grant subject to conditions

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

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00950 - Sidley, Southampton Road, Cadnam, SO40 2NB - House; outbuilding (demolish existing dwelling) (Application for Non Material Amendment to planning permission 08/93557)

NFNPA Decision – Delegated to officer – Raise no objection

21/00306 – Copied Hall Farm, Winsor Road, Winsor, SO40 2HE – Single storey extension; porch; demolition of existing single storey extension (Application for Listed Building Consent)

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00307 – Copied Hall Farm, Winsor Road, Winsor, SO40 2HE – Single storey extension; porch; demolition of existing single storey extension

NFNPA Decision – Delegated to officer – Grant subject to conditions

**NFDC - Planning Applications decided**

21/11363 - Shelley Nurseries, Romsey Road, Ower, SO51 6AE - Change the use of agricultural building to a single dwelling house; associated building operations (Prior Approval Application)

NFDC Decision – Delegated to officer - Approve

**NFNPA - Tree Works Requests decided**

CONS/21/00567 – Harvest Moon, Winsor Road, Winsor, SO40 2HE – Fell 3 x Birch; Fell 1 x Willow

CONS/21/00617 – 2 Enos Cottages, Chinham Road, Bartley, SO40 2LL – Prune 1 x Ash

NFNPA Decision – Raise no objections for both requests

**NFDC - Tree Works Requests**

No cases

**213/21 To Approve the Minutes and agreed actions of the Meeting of November 9th 2021**

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

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

**214/21 Matters arising from the Minutes of the previous meeting**

195/21 (180/21) Catts Tree Care have provided a quote for the external works to Splitwind Pond which has been accepted. Further discussions continue regarding the works required within the pond.

196/21 Cllr Rhodes report is Item 9 on today's agenda.

198/21 The Clerk has raised an order.

200/21 The Clerk has undertaken the required action.

206/21 The Clerk has undertaken the required action.

**215/21 To receive and approve 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 recommendations in the report be accepted

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

**ACTION – The Clerk to make the agreed virement in the budget.**

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

**216/21 To receive and approve a response to the HCC F&FMW Team “Copythorne Village - Flood Risk Investigation Report”**

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 recommendations in the report be accepted

Proposed Cllr. Chillcott, Seconded Cllr. Rhodes, six in favour (Cllrs. Chillcott; Coombs; Hawks; Herra; Rhodes; Wiggins, 1 against (Cllr. Goodwin). **APPROVED**

**ACTION – The Clerk to send the agreed letter to the HCC Flood & Water Management Team**

**217/21 To discuss Parish Council Response to a permanent memorial for the Queen’s Platinum Jubilee**

Cllr. Chillcott presented the above report (a copy of which is included in the supporting documents for this meeting on the Council’s website). Prior to voting on the recommendations, it was agreed by Cllr. Chillcott to amend all references to “statue” in the report to “statue/sculpture”.

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

Proposed Cllr. Chillcott, Seconded Cllr. Rhodes, 5 members in favour, 1 against, 1 abstention. **APPROVED**

**ACTION – An article is to be written by Cllr. Chillcott and then added to the February 2022 newsletter to solicit responses/suggestions from the community.**

**218/21 To receive and approve a report on Advisory Committees**

Cllr. Goodwin presented the above report (a copy of which is included in the supporting documents for this meeting on the Council’s website). Prior to voting on the recommendations, it was agreed by Cllr. Goodwin to change “.. the meeting on February 8<sup>th</sup> 2022,” to “..at or before the April 12<sup>th</sup> 2022 meeting.”

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

Proposed Cllr. Chillcott, Seconded Cllr. Rhodes, 6 members in favour, 1 abstention. **APPROVED**

**ACTION – The Clerk to work with Cllr. Chillcott to undertake the requested review.**

**219/21 a. To receive and agree the Bank Reconciliation for November 30<sup>th</sup> 2021**

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

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

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

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

The Payment Schedule comprising 9 payments covering 12 invoices for a total of £1356.61, along with the supporting invoices/claims was presented to the meeting by the Clerk.

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

By rotation, the schedules; Electronic Payment instructions (EP36 to EP39 and cheque 000137) were signed by the Chairman and Cllr. Wiggins after the meeting

**220/21 To receive the RFO’s estimate of year end spending against 2021/22 budget and approve a budget for 2022/23**

The Clerk, as Responsible Finance Officer, presented the above report (a copy of which is included in the supporting documents for this meeting on the Council’s website) which included the Finance Advisory Committee’s recommendation of a £24,615 (£1,255 – 5.4% increase on 2021/22) budget for 2022/23.

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

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

**221/21 To appoint a replacement member to the Flooding Advisory Committee**

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 Coombs offered herself for the role.

**RESOLVED:** That Cllr. Coombs be appointed to the Flooding Advisory Committee.

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

**ACTION – Clerk to arrange for Cllr. Coombs name to be added to the list of Flooding Advisory Committee members on the Council website.**

**222/21 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 he has chased HCC Highways for an update on the drainage works undertaken on December 13<sup>th</sup> 2021.

**223/21 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).

**224/21 Councillors Reports**

Cllr. Lady Kara asked if it might be possible for the Parish Lengthsman to refurbish the various "mile stones" on the roadside within the Parish.

Cllr. Goodwin asked if the Five Year Plan Advisory Committee might like to consider looking at a campaign to encourage more people to stand as Parish Councillors in May 2023.

**225/21 Suggested Agenda Items for the January 11<sup>th</sup> 2022 meeting**

None other than those already listed on the Council Forward Planning Calendar (a copy of which is included in the supporting documents for this meeting on the Council's website).

**226/21 To Confirm the next meeting**

The next meeting will take place on January 11<sup>th</sup> 2022.

**227/21 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. Chillcott presented a report ("Item 21 – Confidential item" – Ref: CPC/GC1) which included recommendations to Council from the Personnel & Governance Advisory Committee.

**RESOLVED:** That the recommendations be accepted

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

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

**With no further business to transact, the Chairman closed the meeting at 8.59pm**