

**MINUTES OF COPYTHORNE PARISH COUNCIL  
(FULL COUNCIL)**

**Held on Tuesday 22<sup>nd</sup> March 2016**

**At Copythorne Parish Hall**

**Duration: 7.00 p.m – 9.28p.m**

**PRESENT**

|                             |                                                     |
|-----------------------------|-----------------------------------------------------|
| <b>In the Chair</b>         | Councillor John Goodwin                             |
| <b>Parish Councillors</b>   | Joe Reilly, Sarah Coombs, Steve Herra, Mike Moriaty |
| <b>County Councillors</b>   | Councillor Edward Heron                             |
| <b>District Councillors</b> | Councillor Leslie Puttock                           |
| <b>Clerk</b>                | Michael Mortimer                                    |

**IN ATTENDANCE**                      2 members of the public

Minute

Ref

**213.      Item No. 1 - Apologies**

Parish Councillors Lady Kara Hawks and Simon Lucas. District Councillor Diane Andrews. County Councillor Keith Mans

**214.      Item No. 2 - Declarations of interest**

The Chairman, Councillor John Goodwin reminded Councillors of their responsibility to declare any interest in any matter on the Agenda.

Parish Councillor John Goodwin declared a pecuniary interest in the planning application relating to Bartley Villa, Southampton Road, Bartley.

**215.      Item No. 3 - Public Participation**

Councillor John Goodwin invited members of the public to ask questions or make statements.

Vanessa Purchase – asked about rumours that were circulating in respect of affordable and potential housing off Romsey Road. Discussion took place in relation to the affordable housing sites off Romsey and Pollards Moor Roads to include site No 14 (Romsey Road/Newbridge Road – North Side) also referred to as the site that Jamie Wingar had sought to develop with 8 affordable houses.

Anne Fry – raised various matters to include a large dead branch on the tree opposite Brambledown Cottage. This will be raised with the Highway Authority. The second matter related to the blocked ditches and flooding outside Mr & Mrs Fry's property. Councillor John Goodwin reiterated the problems that had been encountered in getting riparian owners to carry out works. Councillor Goodwin would seek to progress matters with the Hampshire Highways and ascertain if some work could be carried out

by the Lengthsman. In the meantime, an article on Riparian Owner's responsibilities would be printed in the Parish Newsletter.

**216. Item No.4 - To approve minutes**

The minutes of the meetings held on 23<sup>rd</sup> February 2016 were approved by the Council and signed by the Chairman.

**217. Item No. 5 - Matters arising**

None.

**218. Item No. 6 - County Council matters**

*Councillor Edward Heron* reported on the following:

- (i) Drew attention the current consultation in respect of household amenity/recycling centres that Hampshire County Council is conducting and urged member to respond.
- (ii) Raised the financial pressure on Hampshire County Council highway's budget. Greater emphasis on only undertaking statutory works as opposed to more minor works.

**219. Item No.7 - District Council matters**

*Councillor Leslie Puttock* reported on the following:

- (i) That New Forest District Council did not see itself as being a participant in the Solent City devolution bid that had been recently announced.

**220. Item No. 8 - Amendment to the Parish Council's existing Standing Order No 7**

Although a complete review of the Parish Council's existing Standing Orders will be put before Members to consider in May 2016, an immediate revision is required to the Parish Council's existing Standing Order No 7 to enable the Parish Council to deal with matters at its meetings where a member has declared that they have a disclosable pecuniary interest.

Members resolved by a majority vote to replace the Parish Council's existing Standing Order No 7 with the NALC Model Standing Order relating to disclosable pecuniary interests.

**221. Item No. 9 - Planning matters**

**(a) New Matters**

- 16/00122 **MERRIDALE, POUND LANE, WINSOR, SOUTHAMPTON, SO40 2HL**  
Members noted the detailing contained in the submitted planning application to include the plans and drawings together with the comments contained in the Parish Briefing Note as prepared by the Planning Authority. Members resolved that they were happy to accept the decision reached by the National Park Authority's Officers under their delegated powers (5)
- 16/00102 **JAMES FARM, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HJ**  
Members noted that an Application for a Certificate of Lawful Development for proposed use of land for parking for up to 6 No. vehicles had been submitted.
- 16/00068 **HOME VIEW, POLLARDS MOOR ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2NZ**  
Members noted the detailing contained in the submitted planning application to include the plans and drawings together with the comments contained in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend refusal (4)
- 16/00092 **BARTLEY VILLA, SOUTHAMPTON ROAD, BARTLEY, SOUTHAMPTON,**

#### **SO40 2NA**

Councillor John Goodwin relinquished the chair while this item was discussed. The Vice Chairman Councillor Joe Reilly took the chair for this item. Members noted the detailing contained in the submitted planning application to include the plans and drawings. No Parish Briefing Note had been supplied by the Planning Authority. Members resolved that they were happy to accept the decision reached by the National Park Authority's Officers under their delegated powers (5)

#### **16/00087 BENNETTS, OLD LYNDHURST ROAD, CADNAM, SOUTHAMPTON, SO40 2NL**

Members noted the detailing contained in the submitted planning application to include the plans and drawings together with the comments contained in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend permission (3)

#### **16/00187 THE BARN, OLD ROMSEY ROAD, CADNAM, SO40 2NP**

Members noted that an application had been submitted for a determination as to whether Prior Approval is required for a proposed Change of Use of office building (Use Class B1(a) ) to dwelling (Use Class C3). Various documents had been supplied to the Planning Authority. No Parish Briefing Note had been supplied. Members resolved that they were unable to offer any recommendations or further views in respect of this matter due to a variety technical planning issues involved with this case

#### **16/00155 GROUP SCOUT HEADQUARTERS, ROMSEY ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2PB**

Members noted the detailing contained in the submitted planning application to include the plans and drawings together with the comments contained in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend permission (3)

#### **(b) Tree work applications**

Members noted tree work applications had been made at following locations:

CONS/16/0173 **BRAMBLES, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HP**

CONS/16/0226 **LIBERTY HOUSE, CHINHAM ROAD, BARTLEY, SOUTHAMPTON, SO40 2LF**

CONS/16/0248 **MOULANDS FARM, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HN**

No objections were raised to the above applications

#### **(c) Planning decisions**

Members noted the following planning decisions had been made:

15/01008 **PAULTONS PARK LTD, OWER, ROMSEY, HAMPSHIRE, SO51 6AL**

Two storey extension to existing store building; removal of cabins and temporary storage units  
Grant Subject to Conditions

16/00052 **CLOCK COTTAGE, WHITEMOOR LANE, WINSOR, SOUTHAMPTON, SO40 2HD**

Retention of garden room  
Grant Subject to Conditions

16/00073 **LAND AT WINSOR ROAD, WINSOR, CADNAM, SOUTHAMPTON**

Application under part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 in respect of the siting, appearance and design of an agricultural building and an

- extension to an existing agricultural building  
Further details required
- 15/00984 **GREEN ACRES, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HJ**  
Replace glass conservatory roof with tiles; 2 No. velux roof lights.  
Refuse
- 16/00073 **OAKDENE, SOUTHAMPTON ROAD, CADNAM, SOUTHAMPTON, SO40 2NF**  
Application for a Certificate of lawful development for a proposed single storey rear extension  
Raise No Objection

**(d) Planning Appeals**

Members noted the following planning appeal notification:

- APP/B9506/W/ **IVY COTTAGE, BARROW HILL ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2PH**  
16/3145434

**(e) Enforcement Action Notifications**

Members noted the following enforcement action notifications:

- CM/16/0046 **PAULTONS PLANT CENTRE, ROMSEY ROAD, OWER, SO51 6AF**  
Compliance Monitoring - Temporary Planning Permission Check
- QU/16/0039 **COPYTHORNE LODGE FARM, ROMSEY ROAD, COPYTHORNE, SO40 2PB**  
Development not in accordance with approved plans
- QU/16/0035 **DORMERS, SOUTHAMPTON ROAD, CADNAM, SOUTHAMPTON, SO40 2NF**  
Unauthorised change of use - business from home
- QU/16/0031 **FOREST COTTAGE, OLD LYNDHURST ROAD, CADNAM, SOUTHAMPTON, SO40 2NL**  
Unauthorised stationing of residential mobile home
- QU/16/0022 **ROCKRAM, BEECHWOOD ROAD, BARTLEY, SOUTHAMPTON, SO40 2LP**  
Unauthorised development - side and rear extension

**(f) Appeals against Enforcement Action Notifications**

No new notifications received since the 23rd February 2016 meeting.

**(g) Other planning matters**

The Parish Clerk advised members that he had submitted representations in support of the Planning Authority's issuance of a second enforcement and stop notice on land adjacent to the Bartley Lodge Hotel, which was the subject of a second appeal.

**Item No.10 - Affordable Housing**

Councillor Sarah Coombs provided a summary report on behalf of the Affordable Housing Working Group (AHWG) by way of an update on the potential provision of affordable housing. Since the postponement of the open forum event, the Group have been monitoring the progress of the Housing and Planning Bill through Parliament and will continue to provide updates in the future.

**222. Item No.11 - War Memorial**

The Parish Clerk provided a brief report whereby the Copythorne History Society had declined the invitation to attend a Parish Council meeting and instead sought to have an informal meeting with a number of members. It was resolved that the Clerk will seek to arrange an informal meeting with the History Society and Councillors Joe Reilly, Steve Hera, Mike Moriarty and Sarah Coombs will attend.

The Clerk is to continue with efforts to make contact with Brian Gradidge to invite the Scout Group to make a grant application for the procurement of an additional 8 highway verge bollards.

**223. Item No. 12 - Correspondence**

The clerk tabled a list of general correspondence received since the last meeting of 23<sup>rd</sup> February 2016

**224. Item No. 13 - Finance matters**

**a. A report from Councillor Joe Reilly – Chairman of the Finance Working Group and the Parish Clerk in respect of a meeting of the Working Group that took place on Monday 21<sup>st</sup> March 2016**

Councillors Reilly, Goodwin and Herra considered the proposals put forward by the Parish Clerk for the production of the end of year financial report and internal audit review. The Parish Clerk has confirmed that in association with Mike Derrick, he will undertake all the necessary work to ensure that the internal audit review is completed and signed by the deadline of 1<sup>st</sup> July 2016 to include an internal audit meeting with John Murray, even if this work extends beyond his leaving date.

The draft Annual Return for the year ending 31<sup>st</sup> March 2016 will be presented to the Finance Working Group before the main Planning meeting on Tuesday 12<sup>th</sup> April 2016 and then subsequently presented to members either on 12<sup>th</sup> April if no revisions are required or 26<sup>th</sup> April 2016 if revisions are required.

The year end annual return will be prepared in accordance with the latest practitioner's guidance notes - **Governance and Accountability for Smaller Authorities in England March 2016**. This document will also help inform the revisions that will take place to the Parish Council's Financial Regulations, Code of Conduct and Standing Orders in May this year.

The Clerk had produced the latest expenditure v forecast for the 11 months of the financial year to date, whereby overall the expenditure is within budget

**b. To receive a report from the Finance Working Group in respect of the Local Audit (Smaller Authorities) Regulations 2015 to resolve whether Copythorne Parish Council is to opt in or out of the external audit arrangements that Smaller Authorities' Audit Appointments Limited (SAAA) is putting in place.**

The Parish Clerk presented a report to the Working Group. The Working Group recommends the Parish Council resolves to:

"To opt in as a Group 3 small authority to the SAAA audit provisions and to decide on an annual basis to apply for exemption from the limited assurance review."

If the Parish Council resolves to opt in, no further action is required. The Parish Council is only required to notify if it is opting out by 31 March 2016. By not opting out, The Parish Council will be regarded as opted-in for the five-year period beginning on 1 April 2017 and ending on 31 March 2022 and it will not have another opportunity to opt out before the end of that period.

The Parish Council resolved to accept the recommendation of the Working

Group and to opt in as a Group 3 small authority

- c *Expenditure* - the Clerk presented the monthly financial statement, together with details of proposed payments. Agreed, that the statement be received and the following payments were authorised:

| <b>Cheque No</b> | <b>Payee &amp; Detail</b>                                                        | <b>Amount £</b> |
|------------------|----------------------------------------------------------------------------------|-----------------|
| 501019           | Hampshire Association of Local Councils<br><i>(Annual Conference attendance)</i> | 90.00           |
| 501020           | NALC<br><i>LCR subscription</i>                                                  | 17.00           |
| 501021           | CPRE<br><i>(Annual subscription)</i>                                             | 36.00           |
| 501022           | Michael Mortimer<br>Clerks salary & expenses                                     | 679.87          |
| <b>TOTAL</b>     |                                                                                  | <b>822.87</b>   |

Standing Orders were suspended at 9pm

**225. Item No. 14 - Pending matters**

The Parish Clerk presented the new two part pending matters list. List 1 relates to General Matters. Councillor John Goodwin advised members that he was seeking to progress matters in respect of the Splitwind Pond signage. Councillor Steve Herra advised members about further work/meetings in respect of Bartley School to ensure that continued improvements in the drop off and parking related matters at the school continued.

List 2 related to Highway matters. Councillor Steve Herra was going to progress matters that residents had reported to him and appeared on the list.

**226. Item No. 15 - Delegates' Reports**

None were made

**227. Item No. 16 - Members' Reports**

None were made

**Chairman:** .....

**Date:** .....