

**MINUTES OF COPYTHORNE PARISH COUNCIL
(ANNUAL GENERAL MEETING)**

Held on Tuesday 24th May 2016

At Copythorne Parish Hall

Duration: 7.00 p.m – 9.35 p.m

PRESENT

Parish Councillors	John Goodwin Joe Reilly, Lady Kara Hawks, Sarah Coombs, Simon Lucas, Steve Herra, Mike Moriaty
County Councillors	Councillors Keith Mans and Edward Heron
District Councillors	Councillor Derek Tipp
NE Quadrant representative	Sally Arnold
Clerk	Michael Mortimer

IN ATTENDANCE 9 members of the public

Minute

Ref

259 Item No. 1 - Appointment of Chairman for the year 2016/17

It was proposed that Parish Councillor Joe Reilly should be Chairman for the 2016/2017 session and Members of the Parish Council resolved that Councillor Joe Reilly should be appointed as Chairman

Councillor Joe Reilly took over the chair from Councillor John Goodwin for the remainder of the meeting. Councillor Joe Reilly thanked Councillor John Goodwin for his hard work and time devoted to the Parish Council during his year in office.

260 Item No. 2 - Appointment of Vice-Chairman for the year 2016/17

It was proposed that Parish Councillor Simon Lucas should be Vice - Chairman for the 2016/2017 session and Members of the Parish Council resolved that Councillor Simon Lucas should be appointed as Vice -Chairman

261 Item No. 3 - Apologies

Apologies had been received from District Councillor Diane Andrews

262 Item No. 4 - Declarations of interest

The Chairman, Councillor Joe Reilly reminded Councillors of their responsibility to declare any interest in any matter on the Agenda. None were declared

263 Item No. 5 - Public Participation

Councillor Joe Reilly invited members of the public to ask questions or make statements.

A brief discussion took place in respect of the continuing problems of getting property owners/landowners to undertake their riparian responsibilities to keep ditches and watercourses clear. County Councillor Keith Mans wanted to be kept advised of the situation and if the Parish Council was unsuccessful in getting landowners/frontagers to keep ditches adjacent to highways clear. He would seek to involve Hampshire Highways

264 Item No.6 - To approve minutes

The minutes of the meetings held on 26th April and 10th May were approved by the Council and signed by the Chairman

265 Item No. 6 (a) - Matters arising

None

266 Item No. 7- County Council matters

Councillor Keith Mans reported on the following:

- (i) Devolution – HCC reported recently to its Council with a public consultation proposed with a proposed countywide solution as an alternative to the devolved Solent proposal.
Parish Councillor Simon Lucas asked about whether any costings had been undertaken into the actual cost of change and not just the potential savings.

- (ii) Broadband – additional funding available to try and increase speeds of the last 5% because of greater take up.

Councillor Edward Heron reported on the following:

- (i) Drew attention to the further consultation that was being undertaken by the Local Government Boundary Commission in respect of the Lyndhurst and Fordingbridge County Council division, whereby it was now proposed that both Copythorne Parish Council's North and South Wards be included in the Lyndhurst and Fordingbridge division.

267 Item No.8 - District Council matters

Councillor Derek Tipp reported on the following:

- (i) Recent District Council AGM which had selected Geoff Beck as the new chairman of the District Council
- (ii) Drew attention to the current consultation that was being undertaken by Hampshire County Council into the future of amenity waste sites in Hampshire. Suggestion that a nominal charge might be applicable.
Imperative that all existing sites in the New Forest be kept open.

268 Item No. 9 - New Forest National Park matters

Sally Arnold – Chairman of the North East Quadrant of the New Forest National Park gave her report. Her Report is attached in Appendix 1 to these minutes.

269 Item No. 10 - Compliance and Governance Documents

Members resolved to approve the following compliance and governance documents:

- (a) Standing Orders (2016) (mandatory)
- (b) Protocol for reporting at meetings (2016)
- (c) Operating Framework Summary (2016)
- (d) Code of Conduct (2016) (mandatory)
- (e) Complaints Procedure (2016)
- (f) Financial Regulations (2016) (mandatory)

Councillor Steve Herra proposed that the following should be added to the Code of Conduct:

- (i) The common law principles of there being no pre-determination and bias, in the specific context of planning are reiterated in this Code.
- (ii) The Council must be seen to be, open and fair to all parties in all its activities.
- (iii) Members should not use, nor give grounds for suspicion that they have used their position to further a private or personal interest rather than the general public interest.
- (iv) Members should never act as agents for individuals or bodies seeking planning permission in respect of any land or property that is within the Parish Boundary and which would result in any planning application being considered by the Parish Council.

Members discussed the proposed addition put forward by Councillor Steve Herra. Members resolved to defer further consideration and debate on this matter until a later a later. The Parish Clerk is to bring the matter back for further consideration at a meeting later in the year.

270 Item No. 11 - Committee formations and appointments, together with selection of representatives for local bodies

The Parish Clerk presented a list of existing committees, working groups and representatives together with a suggested list of new committees. Members resolved to establish new and retain existing committees and make the appointments the committees as shown on the Schedule in Appendix 2 to these minutes.

271 Item No. 12 - Planning matters

Planning matters were dealt with before item 10

12 (a) New matters

Application Ref No: 16/00296
Address: HOME FARM, LYNDHURST ROAD, CADNAM, SOUTHAMPTON, SO40 2NR
Applicant(s): Mrs S S Gray
Application Type: Full Application
Application for: Greenhouse
Planning Authority: New Forest National Park Planning Authority
Parish Council's recommendation: Recommend permission (3)

Application Ref No: 16/10550
Address: SHELLBROOK COTTAGE, SHELLEY LANE, OWER, COPYTHORNE SO51 6AS
Applicant(s): Mr P Dod
Application Type: Full Application
Application for: Barn and stable block
Planning Authority: New Forest District Council
Parish Council's recommendation: Recommend refusal (4)

12 (b) Tree Work Applications

The following tree work applications had been received:

Ref No: CONS/16/0480
Address: COPYTHORNE LODGE, ROMSEY ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2PB
Applicant: Mr A Grieb-Young
Application Type: Prune Trees
Description of work: Prune 1 x group of Oak trees Prune 1 x Pine tree

Ref No: CONS/16/0476
Address: EMPRESS OF BLANDINGS, ROMSEY ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2PB
Applicant: Hall & Woodhouse
Application Type: Prune Trees
Description of work: Prune 1 x Monterey Cypress tree

No 12. (c) Planning decisions

The following planning decision had been notified and was noted

Ref No: 16/00187
Address: THE BARN, OLD ROMSEY ROAD, CADNAM, SO40 2NP
Application for: Determination as to whether Prior Approval is required for proposed Change of Use of office building (Use Class B1(a)) to dwelling (Use Class C3)
Decision: Raise objections
Parish Council's recommendation: (5) Happy to accept LPA's decision

No 12 (d) Tree work decisions

The following tree work decisions had been notified and were noted

Ref No: CONS/16/0369
Address: ROZEL, WINSOR LANE, WINSOR, SOUTHAMPTON, SO40 2HG
Application to: Fell 1 x Walnut tree
Decision: Raise no objections

Ref No: CONS/16/0324
Address: RAVENSCROFT, WINSOR LANE, WINSOR, SOUTHAMPTON, SO40 2HG
Application to: Prune 1 x Oak tree
Decision: Raise no objections

Ref No: CONS/16/0289
Address: FAIRVIEW, COPYTHORNE CRESCENT, COPYTHORNE, SOUTHAMPTON, SO40 2PE
Application to: Fell 1 x Willow tree Prune 1 x Beech tree
Decision: Raise no objections

Ref No: CONS/16/0248
Address: MOULANDS FARM, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HN
Application to: Fell 1 x Crab Apple tree, Prune 4 x Apple trees, Prune 2 x Ash trees, Prune 1 x Maple tree, Prune 1 x Oak tree, Fell 1 x Ash tree, Fell and Prune 1 x group of mixed species trees, Remove 2 x groups of fallen/dead mixed species trees from woodland areas
Decision: Raise no objections

Ref No: CONS/16/0226
Address: LIBERTY HOUSE, CHINHAM ROAD, BARTLEY, SOUTHAMPTON, SO40 2LF
Application to: Fell 1 x Oak tree
Decision: Raise no objections
Ref No: CONS/16/0226

12 (e) Planning Appeals

A planning appeal notification has been received and was noted in respect of:

Appeal Ref No: APP/B9506/D/3149631
Planning Authority: New Forest National Park
Address: Home View, Pollards Moor Road, Copythorne, SO40 2NZ
Procedure: Householder Appeals Service procedure

12 (f) Enforcement Action Notifications

The following enforcement notifications appeared on the latest Planning Authority lists by Parish as at 3rd May 2016 and were noted :

Ref No: QU/16/0073
Planning Authority: New Forest National Park Planning Authority
Address: ROZEL, WINSOR LANE, WINSOR, SOUTHAMPTON, SO40 2HG
Description: Unauthorised change of use - occupation of outbuilding
Notification date: 11/4/2016
Action to date: Complaint Acknowledged

Ref No: QU/16/0076
Planning Authority: New Forest National Park Planning Authority
Address: GOLDEN LARCH FENCING, ROMSEY ROAD, OWER, ROMSEY, SO51 6AF
Description: Unauthorised development - car park
Notification date: 15/4/2016
Action to date: Complaint Acknowledged

Ref No: QU/16/0083
Planning Authority: New Forest National Park Planning Authority
Address: BIBURY VILLA, CADNAM LANE, CADNAM, SOUTHAMPTON, SO40 2NU
Description: Unauthorised development - new access and gateway
Notification date: 19/4/2016
Action to date: Complaint Acknowledged

Ref No: QU/16/0090
Planning Authority: New Forest National Park Planning Authority
Address: Busketts Yard, Cadnam Lane, Cadnam, SO40 2NU
Description: Unauthorised change of use - stationing of caravans and motor homes on agricultural land
Notification date: 22/4/2016
Action to date: Complaint Acknowledged

Ref No: QU/16/0088
Planning Authority: New Forest National Park Planning Authority
Address: COPIED HALL FARM, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HE
Description: Unauthorised development
Notification date: 22/4/2016
Action to date: Complaint Acknowledged

12 (g) Appeals against Enforcement Action Notifications

No new notifications received since the last meeting.

12 (h) Other Planning Matters

At the meeting on Tuesday 10th May, members considered a planning application in respect of the following:

Application Ref 16/00299
Applicant Name Miss H Hayley Shergold
Agent if applicable Mr T Huggett
Property Address GARDENIA, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HR

Proposal Replacement dwelling; detached garage

The Parish Clerk provided a verbal update on further representations that had been made by the agent to the Planning Authority. A representative of the applicant's also provided further updates. A neighbour raised concerns in respect of the proposed height of the proposed garage roof.

The Parish Clerk read out the contents of an e-mail that he had received from the Planning case officer on the day of the meeting. The Parish Clerk was instructed to write to the Planning Case Officer to convey the Parish Council's preliminary views to include its inability to make a recommendation at this time and for both parties to see whether a negotiated proposal could be reached.

The following planning application had also been previously considered at the 10th May meeting:

Application Ref 16/00335
Applicant Name Mr & Mrs R D Hood
Agent if applicable Mr Roy Farmers
Property Address OAKLEE, NEWBRIDGE, CADNAM, SOUTHAMPTON, SO40 2NW

Proposal Single storey side extension

The Clerk provided a verbal update on the information that he had received from the Planning Case Officer and the applicant Mr Hood also made further representations. Some modifications/amendments were going to be undertaken to the proposed plans.

272 Item No.13 - Appointment of new Clerk

The Clerk confirmed that the closing date for applications for the post of Clerk would be closing on Friday 27th May and Wednesday 22nd June had been reserved for potential interviews in the Parish Hall

273 Item No.14 - Calendar of meeting dates for 2016/2017

In January 2016, members had approved a provisional schedule of meetings for 2016/2017. In view of the proposal to move to one Council meeting a month from September 2016, members were asked to consider a revised calendar of meetings and to confirm the date for the 2017 Annual Parish Meeting.

A finalised calendar of meetings will be put before members on the 14th June meeting.

274 Item No. 15 - Correspondence

The clerk displayed a list of correspondence and other material that had been distributed in both an electronic and hard copy format.

The Clerk drew attention to the e-mail from Hythe and Dibden Parish Council asking whether the Wheelers bus T2/T3 bus, that serves Copythorne on a Tuesday could be changed to a Wednesday as the bus service is shared with Hythe who have a street market on Tuesday but no Wheelers bus service. Members discussed the request and Councillors Mike Moriarty and Steve Herra gave some specific information in respect of Totton Library being closed on a Wednesday and the gap between services would be

too great. Therefore members instructed the Clerk to advise Hythe and Dibden they were unable to agree to their request

In respect of other correspondence matters, Councillor Mike Moriarty is to contact John Stride at the Forestry Commission to re-send recent consultation documents to the Clerk, who will in turn circulate them to members.

Standing orders were suspended at 9 pm

275 Item No. 16 - Finance matters

- (a) The Clerk produced a brief report that contained preliminary financial reports that would be incorporated into the Annual Return for the year ending 31st March 2016
The Payments spreadsheet shown as Appendix 16 (a) contained a summation error in the Clerk's salary and Office allowance column, which will be corrected before the final reports come back for 14th June meeting.
- (b) Budget Management – the Clerk produced the latest budget monitoring statement to review the 2016/17 budget in the context of last year's accounts and financial outturns. These were noted by members.
- (c) Financial Risk Policy - the Clerk displayed the Parish Council's current Financial Risk Policy document, which was last reviewed in 2015. It was resolved that this was still applicable but revisions may be required when the new clerk is appointed and to cater for the new audit regulations and potential use of on line banking.
- (d) The Parish Council's Insurance is currently arranged through an insurance broker - Came & Company, who specialise in local authority insurance. Last year's premium was £334.70 inclusive of Insurance Premium Tax (IPT). The Clerk produced this year's renewal quotation which is £353.11 inclusive of IPT. The insurance policy that Came & Company are proposing to arrange would be underwritten by Aviva.
Members resolved to approve a renewal of the insurance policy with a premium payable of £ 353.11 inclusive of IPT
- (e) 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:

Cheque No	Payee & Detail	Amount £
501031	Hampshire Association of Local Councils (Member Training)	96.00
501032	Came & Company (Insurance renewal premium)	353.11
501033	Michael Mortimer (Clerk's salary and mileage)	660.92
501034	HMRC (PAYE & NI Payment)	23.00
	TOTAL	1,133.03

- 276** In view of the lateness of the hour, the Chairman adjourned the meeting at 9.35 p.m and the following items would be carried forward to the meeting on Tuesday 14th June 2016:

Pending Matters
Delegates Reports
Members Reports

Chairman:

Date: