

COPYTHORNE PARISH COUNCIL
Copythorne Parish Hall – 27 May 2014
(7.00 p.m. – 9.28 p.m.)

PRESENT: Councillor S Bullen-Jarvis (Chairman); Councillors Lady Kara Hawks, G James, M Moriarty, J Reilly and C Riddoch
 Hampshire County Council: Councillor K Mans
 New Forest District Council: Councillors D Andrews and D Tipp
 Apologies for absence were received from Councillors Goodwin, Heron and Puttock

1. APPOINTMENT OF CHAIRMAN

Councillor Stuart Bullen-Jarvis was elected Chairman of the Council for the year 2014/15.

2. APPOINTMENT OF VICE-CHAIRMAN

Councillor Lady Kara Hawks was elected Vice-Chairman of the Council for the year 2014/15.

3. PUBLIC PARTICIPATION

Residents of Winsor Road enquired as to progress on the complaint concerning the faulty alarm system and other concerns at Bartley Junior School.

The complaints had been referred to the Children's Department at HCC who had advised that these were local management matters for the school. The Headteacher would therefore be writing separately about the matters raised. The Chairman agreed to contact the Headteacher after the half-term break and report back to the Planning meeting on 10 June.

Councillor Mans unfortunately had not received the correspondence on the issue and the Clerk agreed to provide copies.

4. MINUTES

The minutes of the meetings held on 22 April and 13 May 2014 were approved by the Council and signed by the Chairman.

5. MATTERS ARISING

Rural Sounding Board: Councillor Moriarty was now unable to participate in the proposed Opinion Panels. Agreed, Councillor James to take his place.

6. COUNTY COUNCIL MATTERS

Councillor Mans reported on HCC's proposed focus in the coming year on investigations into the recent flooding events and any required actions. Work was also being undertaken with the local health service on the Better Care Fund which would bring together facilities for the elderly in a more efficient way. Notwithstanding many staffing reductions, HCC now also had a total capital programme of £750m, with £237 million being spent on schools. The County Council had been criticised for its school building costs but were intent on building schools to a good standard.

Councillor Moriarty referred to cancellation of the bus service from Totton to Southampton General Hospital which appeared to be causing many difficulties. Councillor Mans agreed to investigate.

7. DISTRICT COUNCIL MATTERS

Councillor Andrews had no matters to report

Councillor Tipp reported that, at NFDC's Annual Meeting, Councillor Holding had been appointed Chairman. All Cabinet posts were the same.

The Chairman referred to Councillor Goodwin's extensive communications with NFDC in pursuing Freedom of Information requests on flooding matters. There was particular concern that large sums had been spent previously by NFDC on flood prevention measures and that information on this was not now available. The information should also have been passed to the Environment Agency. The Chairman passed copies of the relevant papers to Councillors Andrews and Tipp who agreed to make further enquiries. Councillor Andrews advised that any problems with Freedom of Information requests should be referred to Grainne O'Rourke, the Head of Legal and Democratic Services.

8. CORRESPONDENCE

Members noted receipt of the following:

- the April Safer Neighbourhoods Beat report (PC Morant to be invited to next meeting)
- an invitation to present views to the Planning Inspectorate on the proposed offshore wind farm at Navitus Bay
- a letter of appreciation from a local resident for the maintenance work being undertaken by Catts Tree Services at Splitwind Pond
- an e-mail from Naomi Ewald offering trained volunteers to undertake some continuous monitoring of Splitwind Pond and the Great Crested Newt population (agreed, offer accepted)
- an enquiry from a local resident concerning measures to reduce road noise from the M27 at Cadnam (Dr Julian Lewis MP was obtaining an update from the Highways Agency)
- an e-mail from Minstead Parish Council concerning a possible Dogs Trust event on Saturday 9 August on micro chipping of dogs in the community (agreed, Copythorne to assist with advertising)
- a letter from a local resident suggesting the need for amended policies on the provision of commoners dwellings (agreed, the letter to be discussed further in conjunction with the results of the affordable housing survey)
- a letter from a local resident criticising the affordable housing survey (agreed, Chairman to draft a response for the Council's consideration)
- a further paper on the New Forest National Park Our Past, Our Future following the recent round of Quadrant meetings
- other correspondence as shown in the list accompanying the agenda

9. 2014/15 APPOINTMENTS

The following appointments were agreed for the year 2014/15:

<i>Finance Committee:</i>	S Bullen-Jarvis, J Goodwin and J Reilly Deputies: G James and C Riddoch
<i>Media/publicity (including website):</i>	S Bullen-Jarvis, J Goodwin and M Moriarty
<i>NF Ass of Local Councils:</i>	S Bullen-Jarvis and Lady Kara Hawks
<i>NF Consultative Panel:</i>	M Moriarty (deputy C Riddoch)
<i>North East Quadrant:</i>	S Bullen-Jarvis and Lady Kara Hawks
<i>Parish Hall Man Committee:</i>	G James
<i>Parish paths:</i>	The full Council
<i>Planning:</i>	The full Council

<i>Risk Assessment:</i>	J Reilly
<i>Splitwind Pond:</i>	The full Council
<i>Transport (local):</i>	M Moriarty (deputy C Riddoch)
<i>Tree Wardens:</i>	S Bullen-Jarvis and C Riddoch
<i>Neighbourhood Watch liaison:</i>	J Goodwin

10. MATTERS ARISING FROM THE ANNUAL PARISH MEETING

Members noted the following correspondence on matters arising from the Annual Parish Meeting on 12 March 2014:

- a letter from the Land Registry explaining that it was unable to help in advising landowners of their riparian responsibilities at the time of property purchase, especially as the vast majority of titles were registered with just general boundaries (agreed, this matter to be further pursued in the context of post-flooding actions)
- an e-mail from HCC explaining that the 40 mph speed limit outside the Copythorne Infant School, Romsey Road, was the appropriate limit for the area and had been set in line with County Council policy and Department for Transport criteria

11. APPOINTMENT OF LENGTHSMAN

Five candidates had been selected for interview on 28 May from the nine applications received. Members agreed the following tasks for the Lengthsman when appointed aimed initially at achieving an aesthetic improvement to the parish:

Cleaning of road signs and checking accuracy; cleaning and monitoring of road name signs; ditch and drain monitoring; hedge monitoring (including for sightlines); painting of railings adjacent to watercourses; painting and maintenance of highway seats.

12. FINANCE MATTERS

2013/14 accounts: The Clerk presented the draft Income and Expenditure Accounts and Annual Return for 2013/14. The documents had been approved by the Internal Auditor, John Murray, on 14 May and a copy of the Auditor's letter had been circulated. The letter recommended that the Council put a formal staff recruitment procedure in place.

Agreed: (1) That the 2013/14 accounts and Annual Return be approved

(2) That the Internal Auditor's letter be noted and that the Clerk prepare a draft staff recruitment policy for consideration

(3) That the Council's thanks be extended to the Clerk for the standard of the accounts

Budget management: Members received the end-of-year receipts and payments accounts for 2013/14. As a result, the following alterations were agreed to the 2014/15 budget:

Expenditure: Include provision of £100 for additional highway safety signs in 2014/15 budget (work already completed but not yet paid for)
Unspent provision of £300 for red telephone box information panels to be carried forward to 2014/15

Adjustments had also been made to the Clerk's gratuity to meet statutory requirements.

Financial Risk Policy: Members reviewed its Financial Risk Policy and endorsed the version shown in appendix 1 in the minute book.

Banking arrangements: Members gave further consideration to the current banking arrangements. Agreed, that the existing bank accounts with the Co-operative Bank be retained but that the situation be kept under review.

Financial statement: The Clerk presented the monthly financial statement, together with details of proposed payments. Agreed, that the statement be received and the following payments authorised:

Cheque no

933	M Derrick (Clerk's salary and expenses – May)	£555.40
934	J K Murray (Internal audit fee, 2013/14)	£120.00
935	Wellow Village Hall (Room hire for Lengthsman interviews, 28 May 2014)	£20.40

13. STANDING ORDERS

Standing Order 4(ii) was invoked to allow the meeting to deal with the business in hand.

14. MATTERS PENDING

Members reviewed the outstanding items list and agreed the following:

511 (*Footpaths*): Footpath 7 – Councillor Moriarty's inspection of this footpath showed ongoing issues which the Clerk would pursue with Rights of Way. Agreed, further general footpath inspections to be discussed at next meeting

535 (*Highway seat repairs, Haywain crossroads*): Chairman to contact Soffes regarding repair

541 (*Winsor United Sports Club – football pitches*): Response awaited from HCC. Agreed, item to be placed on website enquiring about available land

Item 531 (Caravans etc in Cadnam Lane) deleted.

15. DELEGATES' REPORTS

Councillor Bullen-Jarvis/Councillor Lady Kara Hawks: Report on the North East Quadrant meeting held on 7 May. The minutes of the meeting had also been circulated to members.

16. MEMBERS' REPORTS

None received

17. PLANNING MATTERS

New applications: Members agreed the following responses to current applications:

- 14/00295 Kim House, Chinham Road, Bartley (Two storey and single storey rear extensions; demolition of existing conservatory). Support (3)
(The applicant spoke in support of the application)
- 14/00309 1 Sunnyside Cottages, Southampton Road, Cadnam (Single storey rear extension). Support (3), subject to the proposals satisfying the 30% rule
- 14/00316 Paddock Wood, 9 Whitemoor Lane, Winsor (Single storey extension; pergola; dormer window; external alterations (demolition of existing single storey extension); removal of existing cladding). Support (3), subject to the proposals satisfying the 30% rule
(The applicant and agent spoke in support of the application)
- 14/00317 Paddock Wood, 9 Whitemoor Lane, Winsor (Stables and barn (demolition of existing stables)). Support (3)
(The applicant and agent spoke in support of the application)

Decisions: Members noted recent decisions and appeals, as shown in the list tabled at the meeting (appendix 2 in the minute book).

Enforcement: The following matters were reported:

Ower: Local residents had complained about noise and possible planning breaches at premises near to the service station at Ower. These were presently being investigated.

Brockishill Road: NPA Enforcement were still investigating possible planning breaches at a property in Brockishill Road.

CHAIRMAN _____ **DATE** _____