

MINUTES OF COPYTHORNE PARISH COUNCIL (FULL COUNCIL)

Held on Tuesday 28th June 2016

At Copythorne Parish Hall

Duration: 7.00 p.m – 9.25p.m

PRESENT

In the Chair	Councillor Joe Reilly
Parish Councillors	John Goodwin, Lady Kara Hawks, Simon Lucas, Steve Herra, and Mike Moriarty
County Councillors	Councillor Keith Mans
District Councillors	Councillor Diane Andrews and Derek Tipp
Clerk	Michael Mortimer

IN ATTENDANCE 3 members of the public

Minute
Ref

293 Item No. 1 - Apologies

Parish Councillor Sarah Coombs
County Councillor Edward Heron
District Councillor Leslie Puttock

294 Item No. 2 - Declarations of interest

The Chairman, Councillor Joe Reilly reminded Councillors of their responsibility to declare any interest in any matter on the Agenda. Councillor Lady Kara Hawks declared a non-pecuniary interest in respect of the tree works application for Dinwoodie, Old Romsey Road as the property is located opposite her property.

295 Item No. 3 - Public Participation

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

PCSO Richard Williams from the Neighbourhood Policing Team was in attendance to introduce himself as one of the local Beat Officers based in Lyndhurst. He has provided contact details which will be uploaded to the Parish Council's website. He advised attendees that there had been an increase in non-dwelling burglaries in the locality. He was also keen to get the local speed watch volunteers re-established with the equipment being shared with Minstead.

The current Chairman, Councillor Joe Reilly asked Stuart Jarvis, a previous Chairman of the Parish Council, who was in attendance at the meeting as to whether he had any comment, views, preference as to how the £500 he had donated towards the potential addition of more names to the War Memorial during his time as Chairman could be spent now that the project to add extra names had been withdrawn. Stuart Jarvis

suggested that the £500 should just be retained in an earmarked fund for future use associated with the War Memorial and Church Clock which was commissioned and paid for by the War Memorial Committee before being handed over to the Parochial Church Council in 1921. Councillor Goodwin had suggested that a small plaque could be procured and placed near to the War Memorial stating that the War Memorial was Grade II listed with effect from 10th December 2015 and it is maintained by the Parish Council. Further discussion in respect of the War Memorial appears under a following item No 13

The Chairman, Councillor Joe Reilly invited Wendy Thomas to speak during this session. Wendy is the village agent for Copythorne. Wendy described her role as one of helping older people to find information and services in the locality. Wendy provided a leaflet with her contact details, which will be uploaded to the Parish Council's web site and County Councillor Keith Mans also provided his contact details to Wendy. Wendy responded to a question/observation from Councillor Mike Moriarty in respect of loneliness affecting older people and what could potentially be done to overcome this problem.

296 Item No.4 - To approve minutes

The minutes of the meetings held on 24th May and 10th June 2016 were approved by the Council and signed by the Chairman.

297 Item No. 5 - Matters arising

Various matters were raised by Councillor John Goodwin at the meeting and in a subsequent e-mail to the Clerk, which included:

- (a) The appendices to minute numbers 268, 270 and 285 will be uploaded to the Parish Council's website when copies of the approved minutes are up loaded.
- (b) Why the planning decision notice in respect of Oaklee, Newbridge did not appear in the usual format but was simply reported under Minute 280 for 14th June meeting? The decision details in respect of Oaklee have been set out in their formal format below:

Ref No:	16/000335
Address:	OAKLEE, NEWBRIDGE, CADNAM, SOUTHAMPTON, SO40 2NW
Application for:	Single storey side extension
Planning Authority's Decision:	Grant subject to conditions
Parish Council's views	Support the application but would accept the decision reached by the National Park Authority's Officers under their delegated powers

(c) "The discussion that occurred at the meeting on 14th June relating to the concerns at the land adjacent to Bartley Lodge Hotel raised by Councillors Steve Herra, Sarah Coombes as well as John Goodwin will be added." This matter has been added to the Pending List.

(d) "Minute 290 will be corrected to reflect:- Affordable housing dealt with under Item 12 and Lengthsman Scheme dealt with under Item 6." This has been done on the minutes to be uploaded to the Parish Council's website.

(e) "It will be minuted that the Clerk has complied with all the requests make by John Murray in his letter on the accounts." This matter will be dealt with on the agenda for the meeting of 12th July as it could not be minuted that something had been done/ complied with which had yet to be completed.

(f) “The page numbers for the minutes of the 14th June meeting will be corrected.” This error had already been spotted and had been corrected in the minutes that the Chairman signed.

(g) “The Commoners Dwelling report was to be circulated to members.” The Local Government Ombudsman Decision in respect of the New Forest National Park’s handling of this planning application has been circulated to members.

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

The Chairman Joe Reilly asked Councillor Mans as to whether he knew anything about a new unit opening at Tatchbury Mount. Councillor Mans responded that he had no current knowledge in respect of any proposal but had outlined some recent past proposals.

Councillor Keith Mans reported on the following:

- (i) Updated the meeting on the current devolution debate and the County Council’s proposed consultation on its proposals
- (ii) That he was now in receipt of his devolved budget funding and was therefore inviting grant applications.

Parish Councillor Simon Lucas asked Councillor Mans to consider the actual costs of change in any devolution debate and not just concentrate on the actual projected savings.

Parish Councillor Mike Moriarty produced an article from the Lymington Times and asked how it appeared that Hampshire appeared so low down in the Local Authority league table for recycling. Could be a variety of reasons according to Councillor Mans, more especially as the vast majority of Hampshire’s waste was incinerated.

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

District Councillor Diane Andrews reported on the following:

- (i) Enforcement action appeals on the land adjacent to the Bartley Lodge Hotel. A Planning inspector is due to visit the site in July. This was confirmed by the Parish Councillor Joe Reilly.

District Councillor Derek Tipp reported on the following:

- (i) Devolution debate – update on the heart of Hampshire proposition and the appointment of PWC to prepare a report. New Forest District Council are a member of the Heart of Hampshire consortium of local authorities who have formulated their own devolution proposals.

300 **Item No. 8 – Village Agent**

Wendy Thomas had introduced herself at the public participation session – Item No 3 as shown in the minutes for that item.

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

9 (a) New matters

The Clerk reported that no new planning applications had been received since the last meeting.

9 (b) Tree Work Applications

The following tree work application had been received:

Ref No:	CONS/16/0607
Address	DINWOODIE, OLD ROMSEY ROAD, CADNAM, SOUTHAMPTON, SO40 2NP
Applicant:	Mrs Brice
Application Type:	Tree pruning

Description of work:	Prune 1 x Oak tree
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No objections were raised to this application

9 (c) Planning decisions

The following planning decision notifications have been received:

Ref No:	16/10550
Address:	SHELLBROOK COTTAGE, SHELLEY LANE, OWER, COPYTHORNE SO51 6AS
Application for:	Barn; stable block
Planning Authority	New Forest District Council
Decision:	Refused
Parish Council's recommendation	Refuse

Ref No:	16/00296
Address:	HOME FARM, LYNDHURST ROAD, CADNAM, SOUTHAMPTON, SO40 2NR
Application for:	Greenhouse
Planning Authority	New Forest National Park
Decision:	Grant, subject to conditions
Parish Council's recommendation:	(3)

9 (d) Tree work decisions/ notifications

The following tree work decisions have been received:

Ref No:	CONS/16/0476
Address	EMPRESS OF BLANDINGS, ROMSEY ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2PB
Description of work:	Prune 1 x Monterey Cypress tree
Application outcome	No objections raised

Ref No:	CONS/16/0480
Address	COPYTHORNE LODGE, ROMSEY ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2PB
Description of work:	Prune 1 x group of Oak trees Prune 1 x Pine tree
Application outcome	No objections raised

9 (e) Planning Appeals

No new planning appeal notifications have been received relating to properties in the Parish since the last meeting.

9 (f) Enforcement Action Notifications

No new enforcement action notifications have been received relating to properties in the Parish since the last meeting.

9 (g) Appeals against Enforcement Action Notifications

No new notifications of any appeals against Enforcement Action Notifications

The two enforcement notice appeals in respect of the land adjacent to the Bartley Lodge Hotel have still yet to be determined. The Chairman, Councillor Joe Reilly and the Clerk advised members that they had been notified by the New Forest National Park Enforcement Team that a planning inspector is due to carry a site inspection on Tuesday 12 July. A photograph was produced showing a view of some of the current buildings and activities taking place on the site.

9 (h) Other Planning Matters

None

302 Item No.10 – 2015/2016 Accounts, Annual Return and Internal Auditor’s Report

The Parish Clerk and Responsible Financial Officer produced a report and a series of appendices that outlined the activities that had been and were still to be undertaken in respect of the year end return and accounts.

Appendix 1 contained the internal auditor, John Murray’s letter report dated 16th June 2016, whereby members noted that there were “no points” requiring action. It was also noted that the basis for preparing the accounts would be changed from income and expenditure to receipts and payments. The Responsible Financial Officer will be completing all the actions required by the internal auditor and despatching the completed Year End forms to BDO – the external auditors.

Appendix 2 contained details of the Parish Council’s Income for the year – namely £20,853.17. The Income Statement had been approved by the Parish Council at its meeting of on 14th June 2016 and had been signed off and approved by the Chairman and Responsible Financial Officer on behalf of the Parish Council.

Appendix 3 contained details of the Parish Council’s Expenditure for the year – namely £20,640.17 inclusive of VAT. The Expenditure Statement that had been approved by the Parish Council at its meeting on 14th June 2016 and had been signed off and approved by the Chairman and Responsible Financial Officer on behalf of the Parish Council.

Appendix 5 contained a copy of the Bank Reconciliation that had been approved by the Parish Council at its meeting of 14th June 2016 and had been signed off and approved by the Chairman and Responsible Financial Officer on behalf of the Parish Council.

Appendix 6 contained a copy of Section 1 – Annual Governance Statement from the Annual return for the year ending 31st March 2016 that had been approved by the Parish Council at its meeting on 14th June 2016 and had been signed off and approved by the Chairman and Responsible Financial Officer on behalf of the Parish Council.

As the basis for the preparation of the accounts had been changed from income and expenditure to receipts and payments, the Responsible Financial Officer had prepared a new receipts and payments account together with a statement of assets and liabilities, which were shown as Appendices 7 and 8. Members resolved to approve these.

Appendix 9 contained a copy of Section 2 – Accounting Statements 2015/16 from the Annual return for the year ending 31st March 2016. Members resolved to approve the

Accounting Statements and the Chairman and Responsible Financial Officer signed the original section on behalf of the Parish Council.

Appendix 10 contained the supporting statement to the 2015/16 accounts, which were approved by the Parish Council.

Appendix 11 contained notes in respect of the budgetary variances which were approved by the Parish Council.

The Audit notes contained in Appendix 12 were noted and approved by the Parish Council as was the Asset Register contained in Appendix 13.

The Responsible Financial Officer will arrange for Sections 1 and 2 to be uploaded to the Parish Council's website so that the Parish Council complies with the appropriate audit regulations for the exercise of Public Rights to inspect the accounts between 1st July 2016 and 11th August 2016.

The responsible Financial Officer will also undertake all the actions that were required by the internal auditor in his letter and send the Annual return for the year ending 31 March 2016 to the external auditors – BDO

303 Item No. 11 – Appointment of a new Clerk

The Clerk presented a brief report that advised members that Councillors Joe Reilly, Simon Lucas, John Goodwin and Sarah Coombs had interviewed three shortlisted candidates for the post of Parish Clerk on Wednesday 22nd June 2016. References were being sought for the preferred candidate and further details would be presented to members on 12th July 2016 meeting.

304 Item No. 12 – Lengthsman Scheme

The Parish Clerk presented the finalised accounts for the Lengthsman Scheme for the four parishes for the years ending 31st March 2015 and 31st March 2016. Members resolved to accept these and copies of them will be provided to the other four parishes.

305 Item No. 13 – War Memorial

The Parish Clerk had prepared two draft letters that are to be sent to the Reverend John Reeve and Martin "Ginge" Kinley of the Copythorne Branch of the British Legion. These letters outlined the current situation in respect of the proposal to potentially add more names to the War Memorial and sought the views of the respondents. Members suggested some alterations that were to be incorporated into final drafts which are to be brought back to 12th July meeting.

306 Item No. 14 – Unmaintained hedges and watercourses

The Parish Clerk had prepared an initial draft of three different letters in respect of watercourses, roadside ditches and hedges that are to be used to draw landowner's attention to works that might be required. Councillor Steve Herra brought members attention to locations where residents were tipping garden waste and other materials into ditches, who should also be in receipt of letters from the Parish Council.

Councillor Simon Lucas will undertake some further input and editing to the draft letters and they will be brought back to a subsequent meeting for members to consider further.

307 Item No. 15 - Correspondence

The clerk tabled a list of correspondence received since the last meeting and that had

been circulated to members who are able to receive the information by e-mail.

The Parish Clerk is to circulate a copy of the Local Government Ombudsman Decision in respect of the Commoners Dwelling Planning Application from 2012, whereby the Local Government Ombudsman had decided that New Forest National Park Planning Authority had mal-administered the decision making process in this particular instance. The complaints had asked whether Copythorne Parish Council would be a party to a press release about this case. The Parish Council declined to include any comments into the press release.

308 Item No. 16 - Finance matters

- (i) *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 £
501038	Michael Mortimer (Salary & mileage)	744.82
501039	JK Murray (Internal Auditor's fees)	145.00
501040	TLC Online (Quarterly website maintenance)	90.00
	TOTAL	979.82

Standing Orders were suspended at 9pm

309 Item No. 17 - Pending matters

The list of pending matters had been reviewed at the last meeting and there was little to add or note save in respect of some previous Highway matters, whereby the Highway Authority had re-opened the case in respect of a poor pavement surface in Winsor Road.

310 Item No. 18 - Delegates' Reports

None

311 Item No. 19 - Members' Reports

None

Chairman: Signed by Parish Councillor Joe Reilly

Date: 26th July 2016