

MINUTES OF A MEETING OF COPYTHORNE PARISH COUNCIL HELD AT 7.00 PM ON TUESDAY 27 SEPTEMBER 2016 AT COPYTHORNE PARISH HALL (REAR EXTENSION)

Present: Mr Joe Reilly (Chairman), Councillors John Goodwin, Sarah Coombs, Steve Herra and Mike Moriarty

In Attendance: County Councillor Edward Heron, District Councillors Diane Andrews (part of the meeting) and Derek Tipp

Clerks to the Council: Mr Michael Mortimer and Mrs Margaret Weston

353. Agenda Item 1 – Apologies for Absence

Apologies for absence were received from Parish Councillors Lady Kara Hawks and Simon Lucas, County Councillor Keith Mans, District Councillor Les Puttock and NFNPA quadrant representative Sally Arnold.

354. Agenda Item 2 – Declarations of Interest

The Chairman reminded Councillors of their responsibility to declare any interest in any matter on the Agenda where they might be considered to have a prejudicial interest. None were declared.

355. Agenda Item 3 - Public Participation in Respect of Planning Related Matters

The Chairman invited members of the public to ask questions or make statements/representations regarding the planning related matters listed below. There were no questions or statements/representations.

356. Agenda Item 4 - Planning Matters

(a) New Planning Applications

The following new NFNPA planning applications were considered:

Application No 00678 – The Haywain, Southampton Road, Bartley
(Advertisement Consent)

Display 1no internally illuminated post sign; 2no internally illuminated name boards and logos; 1no externally illuminated area of signwriting; 1no non illuminated post sign; 1no lantern; 2no non illuminated areas of signwriting

Recommendation to NFNPA: To recommend that the application is refused but to accept the decision of the NFNPA Officers under delegated powers (2). The proposals would be considered unacceptable if they were in any way on the sight line. They were also considered out of character with the street scene and were not in keeping with the village environment.

Application No 00737 – The Haywain, Southampton Road, Bartley

Illumination of car park with 2no 4 metre high columns with 2no floodlights at each top

Recommendation to NFNPA: To recommend that permission be granted but to accept the decision of the NFNPA Officers under delegated powers (1). A condition will be requested that the lights are only allowed during opening hours and that they are facing into the car park to protect properties from light pollution on the opposite side of the road.

Application No 11059 – McDonalds, Romsey Road, Ower
Play pod, hardstanding, parking alterations

Recommendation to NFNPA: To recommend that permission be granted but to accept the decision of the NFNPA Officers under delegated powers (1). Concern was expressed regarding the positioning of the play pod in relation to passing traffic due to safety concerns.

Application No 00644 – The Old Post Office, Winsor Road, Winsor
Replacement conservatory

Recommendation to NFNPA: To recommend that permission be granted (3). The proposals are in keeping with the existing building and there would be no adverse effect on the street scene or neighbouring properties.

(b) New Treework Applications

The following new NFNPA tree work application was considered:

Reference No: TPO/16/0812 – Mill House Farm, Southampton Road, Cadnam
Crown lift two oak trees

Recommendation to NFNPA: There was no objection to the application

The following new tree work applications were noted:

Reference No R14/15/16/0776 – Stowe, Winsor Road, Winsor
Oak heavily lean, showing signs of progressive movement, immediate risk of harm to driveway and oil tank
Exempt works

Reference No R14/15/16/0766 – Land adj Conifers, Southampton Road
Fell 1x dead oak tree
Exempt works

(c) Planning Decisions

The following NFNPA planning decisions were noted:

Application No 16/00665 – 8 Barleycorn Walk, Cadnam
Application for certificate of lawful development for a proposed single storey extension
Decision: Permitted development

Application No 16/00623 – April Cottage, Winsor Road, Winsor

Two storey and single storey rear extensions; Juliet balcony; attached double garage (demolition of existing garage)

Decision: Grant subject to conditions

Application No 16/00443 – St Mary's Church, Romsey Road, Copythorne

Resurfacing of driveway, car park and footpaths; rainwater channels

Decision: Grant subject to conditions

(d) Tree work decisions

The following NFNPA tree work decisions were noted:

Reference No CONS/16/0671 – Little Pundells, Brockishill Road, Bartley

Fell 2x Ash trees

Decision: No objections

(e) Planning Appeal Notifications

No new notifications have been received from the local planning authorities in respect of any planning appeal lodgements since the date of the last meeting.

No new notifications have been received from the local planning authorities in respect of any planning appeal decisions since the date of the last meeting.

(f) Enforcement Action Notifications

No new enforcement notifications have been received since the last meeting.

(g) Appeals against enforcement action notifications – appeal lodged

No new notifications have been received from the Local Planning Authorities in respect of any appeals to the Planning Inspectorate against any enforcement actions since the last meeting.

A written submission has been submitted by the Parish Council in respect of the appeal against two enforcement notices that were served on the occupants of Bartley Farm, Cadnam. This is dealt with by Minute 363 (Agenda Item 11).

A further application has been lodged with the planning authority as follows:

Application No 16/00754 – Bartley Forest Farm, Lyndhurst Road, Cadnam

Application under Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 in respect of the siting and means of construction of a private way.

To date there has been no further information supplied to the Parish Council.

(h) Other Planning Matters

New Forest District Council Local Plan Review

The Parish Clerk, Michael Mortimer, reported that he had made a submission on behalf of the Parish Council and this had been compiled in liaison with members.

Councillor Goodwin raised the question of how archived planning applications received from NFNPA as the planning authority could be disposed of once they were no longer required.

Mrs Weston, as Clerk, responded that she had made enquiries at the NFNPA offices and had been told that criteria existed whereby Parish Councils could decide how long they wished to keep planning applications but that they must be disposed of in a sensitive manner when a sufficient time lapse was considered to have taken place whereby they would no longer be needed.

It was agreed that, unless it was decided to keep a particular application, three years would be a sufficient amount of time to keep any applications as after this time if work had not commenced any permission granted would become invalid.

357. Agenda Item 5 - Public Participation in respect of non-planning related matters

A local resident raised his concerns regarding the perceived development of a site in Barney Hayes Lane, Cadnam. He explained that he was concerned about the way the site was being developed but had been unable to obtain information regarding activity which included site clearance, the positioning of a warehouse which he did not believe had the necessary planning permission and more recently the siting of another large metal frame structure. He reported that there had been no planning permission granted since 1998.

It was noted that further action could not be taken regarding the long term existing building as it had been in place for more than seven years although the newer structure had only been in existence for some four years. However, in its present form it did not constitute a planning infringement.

It was agreed that the Clerk make further enquiries from the Enforcement Team at NFNPA and report back.

Local resident, Martin Lander stated that he had come to the meeting on behalf of the Friends of Copythorne Playground Group to present a short update and to give some clarification. Representatives from the Playground Group had attended a Parish Council meeting on 26 July to present a business plan and have since that time been working on improvements to the plan. They were now seeking permission to bring this back to the October Parish Council meeting when they would be in a position to submit a revised business plan. It was also reported that there would be further consultation with the Parish Hall Committee to ensure all legal aspects had been covered.

It was agreed that the Clerk add an item to the October meeting Agenda and that the Copythorne Playground Group be invited to attend the meeting to submit a revised business plan.

358. Agenda Item 6 – Approval of Minutes

Mr Mortimer, as Clerk, gave an assurance to Councillor Goodwin that his required changes had been made to the minutes of the previous Parish Council meeting.

It was agreed that the minutes of the Parish Council meeting held on 9 August 2016 are approved with the required amendments.

359. Agenda Item 7 – Matters Arising

None.

360. Agenda Item 8 - County Council matters

County Councillor Heron reported that the recommendations from the Boundary Commission had now been received and Copythorne would become part of the Lyndhurst and Fordingbridge division.

With regard to devolution, workshops had now been held by the County Council and it was suggested by Councillor Heron that it might be useful to consult with members from Wiltshire County Council who had experience of the process involved.

Councillor Heron reported that he had funds available from his devolved budget scheme and projects requiring funding of between £500 and £1,500 could be brought forward to him.

Councillor Moriarty said he had experienced some difficulty in obtaining a list of precepts claimed by other Parish Councils. Councillor Heron stated that this was freely available on the NFDC website.

361. Agenda Item 9 – District Council matters

District Councillor Andrews reported on the Freedom of the New Forest Ceremony that had taken place on Sunday 18 September. It should be noted that the Army had paid for all the arrangements. The event had been very well received.

Councillor Andrews asked that the grant that she had given to the Parish Council for the war memorial project should now be passed to the Community Group to assist in financing the defibrillator. Councillors agreed that this could take place and the Chairman passed a request from the Community Group to the Clerk.

With regard to the planning enquiry at Bartley Park Farm, Councillor Andrews reported that she planned to be present and her report would be read out. Councillor Reilly, as Chairman of the Parish Council, reported that he would be representing the Parish Council as an observer.

District Councillor Derek Tipp reported that as far as devolution is concerned he considered that it was on hold as it is unclear what decisions will be taken. NFDC have an informal relationship with the Heart of Hampshire group but it is at present unknown what the new

Minister's view will be although the aim will definitely be to save money. There is a Parliamentary constituency boundary review taking place.

With regard to grant aid Councillor Tipp said that both he and Councillor Les Puttock had funds available which would likely be in the region of £400 each.

362. Agenda Item 10 – Report(s) from representatives of other organisations/meetings

It was reported that the next meeting of the north east quadrant of the NFNPA would be held on Thursday 6 October 2016 at 7.00 pm at Bramshaw Village Hall. Councillors John Goodwin and Mike Moriarty reported that they would be attending.

363. Agenda Item 11 – Bartley Forest Farm, Cadnam – Public Inquiry

Councillor John Goodwin reported that he had made a personal representation to the Inquiry and will attend as a member of the public. It was noted that it would be possible to register an interest on the day to speak and there would be a need to be well prepared before this was undertaken. More information will be available concerning this matter by the date of the October Parish Council meeting.

It was agreed that contact would be made with Mr Rob Aldred at NFNPA and that the Chairman would attend on behalf of the Parish Council, having visited the offices of NFNPA to view relevant information.

364. Agenda Item 12 – Code of Conduct

It was noted that at a meeting of the Parish Council on 24 May 2016 consideration had been given to proposals put forward by Councillor Herra to amend the Code of Conduct to alleviate any perceived concerns regarding the common law principles of no pre-determination and bias, in the specific context of planning. Further discussion had taken place at the Parish Council meeting held on 9 August 2016 when it was decided that more research should be undertaken on the subject. This research has shown that it is important to bear in mind, when reaching a decision, that the parish council is not a determining authority in respect of planning matters and can only make recommendations.

It was agreed that it was not necessary to amend the Code of Conduct.

365. Agenda Item 13 – Correspondence

Correspondence lists had been circulated by the Clerk of items received and forwarded since the date of the last meeting.

It was agreed that the Boundary change should be discussed at the next Parish Council meeting.

The Clerk, Michael Mortimer, reported that the service agreement for the GIS mapping partnership was due for renewal. The cost was £50 per half year. It was agreed that the Clerk renew the agreement.

366. Agenda Item 14 – Finance Matters

(a) Expenditure

The Clerk presented the monthly financial statement, together with details of proposed payments. It was agreed that the statement be received and the following payments were authorised:

Cheque No	Payee and details	Amount £
501047	Michael Mortimer (Clerk's salary and mileage)	696.26
501048	Margaret Weston (Dep. Clerk's salary)	473.13
501049	Information Commissioner (Data Protection Reg)	35.00
		1174.33

(b) 2015/16 Audit update

The Clerk, Michael Mortimer reported that it was possible that the Parish Council would receive a qualified audit as a query had been expressed regarding a gratuity payment made to the previous Clerk which had not formed part of his contract of employment although payment had been agreed and minuted. The query had been successfully answered and John Murray had intimated that he would be willing to undertake the 2016/17 audit if required.

(c) Request to approve budgeted and unbudgeted expenditure for items to support the new Clerk

The following expenditure for the new Clerk was authorised:

Detail	Actual Cost £	Notes
Membership of the Society of Local Council Clerks	Actual 128.00	First year's annual subscription
10th Edition of Local Council Administration (2016)	Actual 73.60	Discounted to SLCC members
USB encrypted and password protected memory stick	Actual 33.95	Kingston 4GB USB 3.0 Memory Stick Data Traveler DT4000G2
Cordless phone and answerphone to replace old corded phone	Actual 34.99	BT Freelance XD8500 Cordless Phone with Answering Machine
Total	£270.54	(inclusive of VAT)

It was also noted that an allowance had previously been made in the 2016/17 budget for the purchase of a laptop and compatible software to be used by the Clerk up to a value of £1,000.00p.

(d) Existing Clerk's holiday accruals

The existing Clerk, Michael Mortimer, outlined the reasons whereby he had been unable to take any of his holiday entitlement during the 13 months he had been in post and stated that although he had hoped to take the 9.533 days' holiday entitlement during the last few weeks of his employment this had not proved possible. He asked that he be paid in lieu of holiday entitlement.

It was agreed that the sum of £250.31 be paid in addition to the existing Clerk's October salary entitlement of £157.54p.

(e) Monthly budget monitoring report

The financial summary was presented as follows:

	<i>Current A/c</i>	<i>Deposit A/c</i>
	8867.98	19613.71
Uncleared cheques	<u>854.08</u>	<u>0.00</u>
	8013.90	19613.71
Accounts to pay	<u>1174.33</u>	<u>0.00</u>
	6839.57	19613.71
Transfer(s):		
Now*	0.00	0.00
In 14 days*	<u>0.00</u>	<u>0.00</u>
Balances at 27/09/2016	6839.57	19613.71
Balances at 27/09/2016	6839.57	19613.71

*from 14-day Account to Current Account

367. Agenda Item 15 – Pending Matters

A table showing Pending Matters was submitted.

Items discussed included:

Himalayan Balsam had been identified on Footpath 9. Footpath 1 had been reinstated. The Countryside Access Team have produced their latest list. Footpaths 4, 5, 9, 14, 15 and 17 have received work. It was noted that Footpath 9 was inspected in August and that remedial action was needed.

Work will commence on Splitwood Pond after 18 October.

The necessary work outside Alessio has not been completed.

The grit bin order has moved up the list.

368. Agenda Item 16 – Handover to New Clerk – Margaret Weston

Margaret commenced her employment with Copythorne Parish Council with effect from Monday 12th September 2016. The existing Clerk will be leaving the employment of Copythorne Parish Council with effect from Monday 10th October 2016.

There had been problems with setting up the new broadband and telephone line but once this had been done new contact details will be supplied for the Parish Council website and notice boards. Both Clerks had met jointly with the Chairman to ensure a smooth handover and all existing electronic data will be transferred onto a new encrypted memory stick. The existing email address will be taken down and the obsolete Tiscali account will be removed and new passwords set for the BT accounts. It is hoped that the existing account will re-surface in a fully functional state.

369. Agenda Item 17 - Delegates' Reports

There had been no delegates reports since the date of the last meeting.

Standing orders were suspended at 9.pm

370. Agenda Item 18 - Members' Reports

Chairman Joe Reilly reported that he had attended the Freedom of the Forest at Appletree Court.

It was reported that since the date of the last meeting Vice Chairman Simon Lucas had held an initial meeting regarding the possibility of further exploring the subject of affordable housing and this would be further discussed at the October meeting.

371. Agenda Item 19 – Items for Future Meetings

Affordable Housing
Copythorne Playground
Boundary changes

In the absence of any other business the Chairman thanked those present for attending and closed the meeting at 9.24 pm

Chairman _____

Date _____