

MINUTES OF COPYTHORNE PARISH COUNCIL (PLANNING) MEETING
Held on Tuesday 10th May 2016
At Copythorne Parish Hall
Duration: 7.00 pm – 9.21 pm

PRESENT	
	In the Chair Councillor John Goodwin
	Parish Councillors Councillors Joe Reilly, Lady Kara Hawks, Sarah Coombs, Steve Herra and Simon Lucas
	Clerk Michael Mortimer
IN ATTENDANCE	9 members of the public

Minute Ref	
252.	Item No.1 - Apologies
	From Parish Councillor Mike Moriarty
253.	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. No declarations were made.
254.	Item No. 3 - Public Participation
	Councillor John Goodwin invited members of the public to ask questions or make statements/representations. Those asking questions or making statements were asked if they wanted their names and subject matter of the question/statement to be recorded in the minutes. A member of the public reported that the commercial waste bins from the Forest Edge Care Home were being left outside the gates of the service entrance in Barney Hayes Lane for a considerable amount of time and not just on bin collection days. The Clerk is to raise the matter with New Forest Environmental Health Department.
255.	Item No. 4 - Planning matters
	(a) New applications for first consideration
	16/00299 Gardenia, Winsor Road, Winsor, Southampton SO40 2HR Representations were made in respect of this application by both the applicant's agent and a relation. The applicant's agent contended that the restrictions in policies DP10 and DP11 as referred to in the Parish Briefing Note did not apply. Members had noted the detailing contained in the submitted planning application and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to defer making a recommendation in respect of this application while the agent in this matter seeks to resolve the planning issues with the planning case officer. The Clerk is to convey the Council's decision to the

		planning authority and will re-consider the matter again at its meeting on 24 th May.	
	16/00335	Oaklee, Newbridge, Cadnam, Southampton SO40 2NW A spelling mistake in respect of the applicant’s surname on the Parish Council’s Planning Schedule was corrected. Representations were made in respect of this application by the applicant. The applicant advised members about the applicant’s personal circumstances, whereby they are only seeking to carry out modest extension works and advised that in an appeal for the 1995 extension the property was not classified as a small dwelling and therefore contended that the restrictions in policies and DP11 as referred to in the Parish Briefing Note did not apply. Members had noted the detailing contained in the submitted planning application and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to defer making a recommendation in respect of this application while the applicants and their agent in this matter seek to resolve the planning issues with the planning case officer. The Clerk is to convey the Council’s decision to the planning authority and will re-consider the matter again at its meeting on 24 th May.	
	16/00285	8 Barleycorn Walk, Cadnam, Southampton SO40 2IY Members had noted the detailing contained in the submitted planning application and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend refusal (4)	
	Members noted a tree work application notification had been made at following location:		
	R14/15/16/0406	Scout HQ, Romsey Road, Copythorne Emergency tree works – no approval required	
	(c)	Planning decisions	
	Members noted that the following planning decisions had been made :		
	Ref No:16/0092	Address	Bartley Villa, Southampton Road, Bartley
		Application for	Conservatory
		Decision	Grant subject to conditions
		Parish Council’s views	“Happy to accept officers delegated powers decision” (5)
	(d)	Planning Appeals	
	No new planning appeal notifications have been received.		
	(e)	Enforcement Action Notifications	
	No new enforcement notifications have been received.		
	(f)	Appeals against Enforcement Action Notifications	
	No new notifications have been received.		

	(g) Other Planning Matters - Planning application comment sheet.
	Members considered that the planning comment form that Councillor Goodwin had compiled was very useful. It will be necessary to develop a process to collate the planning comments prior to a recommendation being made, more especially when Council meetings move to a single meeting per month.
256.	Item No. 5 – Appointment of a new Clerk
	The group that was formed to manage to process of recruiting and selecting a new clerk, under the Chairmanship of Councillor Joe Reilly has prepared the following documents: a. Press advertisement b. Job Description c. Person Specification d. Poster for display on the Parish Council notice boards The documents were circulated to all members and a resolution was passed to authorise unbudgeted expenditure of £499.20 inclusive of VAT for adverts in the Romsey Advertiser and Lymington Times.
257.	Item No. 6 – Compliance and Governance Documents
	The Parish Clerk had supplied the following draft documents to members prior to the meeting for consideration: i. Standing Orders ii. Protocol for reporting at meetings iii. Operating Framework Summary iv. Financial Regulations v. Code of Conduct vi. Complaints Procedure It is proposed that the above documents should be adopted at the Annual General Meeting on 24th May. It was agreed that members should provide comments, corrections and suggested alterations to the Clerk by Tuesday 17th May. In the draft Standing Orders, page 18 – Paragraph c, members agreed that the figure of £15,000 should be inserted whereby contracts for the supply of goods and services over £15,000 will be procured on a formal tender basis. Discussion took place as to the necessity for there to be an operating framework summary. The proposed protocol for reporting at meetings is an Annex to Standing Order No 3(l) and was prepared by NALC to replace existing policies in this area. In the draft Financial Regulations document, the contract value of £15,000 as inserted into the Standing Orders should be inserted into the Financial Regulations. The items of expenditure set out in paragraph 4.1 on Page 7 were agreed namely £5,000 and £500 respectively. October was agreed as the month for reviews of salaries as set out in Paragraph 4.4. At 4.8 the suggested figure of £100 was agreed. Fund transfers referred to at paragraph 5.5 (c) £3000 were agreed. In respect of grants mentioned in paragraph 5.8, it shall be altered whereby all grants will require Full Council authorisation.

	In respect of the draft Complaints Procedure, it was agreed that a form would not be used and therefore references to a form shall be removed.		
	Standing Orders were suspended at 9pm.		
258.	Item No.7 - Finance matters		
	(i)	<i>Expenditure</i> - the Clerk presented a financial statement, together with details of proposed payments. Agreed, that the statement be received and the following payments were authorised:	
		Cheque No	Payee & Detail
		501028	Simon Lucas <i>Reimbursement for advert payment</i>
		501029	Kevin Bennett <i>Wellow Lengthsman Work</i>
		501030	Kevin Bennett <i>Copythorne Lengthsman Work</i>
			TOTAL
			403.20
			120.00
			1,574.00
			2,097.20

Chairman:

Date: