

MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7.00 PM ON TUESDAY 8th MAY 2018 AT COPYTHORNE PARISH HALL (REAR EXTENSION)

Present: Councillor Joseph Reilly (Chairman), Councillor Simon Lucas (Vice Chairman), Councillors Lady Kara Hawks; Sarah Coombs; Mike Moriarty.

Also in Attendance: County Councillor Edward Heron; District Councillors Diane Andrews; Les Puttock and 5 members of the public.

Clerk to the Council: Mrs Susan Brayley

1. Agenda Item 1 – To elect the Chairman of the Council and for the Chair to confirm acceptance of office.

Cllr Joseph Reilly was nominated by Cllr Simon Lucas; seconded by Cllr Sarah Coombs and was unanimously re-elected to the Chair. (No other nominations received).

2. Agenda Item 2 – To elect the Vice-Chairman of the Council and for the Vice Chair to confirm acceptance of office.

Cllr Simon Lucas was nominated by Cllr Sarah Coombs ; seconded by Cllr Lady Kara Hawks and was unanimously re-elected as Vice Chair. (No other nominations received).

3. Agenda Item 3 - Apologies for Absence

Apologies for absence were received from Councillors Steve Herra and John Goodwin and District Cllr Derek Tipp,

4. Agenda Item 4 – Declarations of Interest

The Chairman reminded Councillors of their responsibility to declare an interest in any matter on the Agenda where they might be considered to have a prejudicial interest. There were no declarations of interest in Agenda items.

5. Agenda Item 5 - County and District Councillor Reports

County Cllr Heron reported that the County Highways division's "Pot Hole Buster" was working hard, although many sections of roads in his area were requiring more serious repair, which was time consuming, but progress was being made. Cllr Heron also requested that everyone keep reporting the pot holes as without being logged on the system, they weren't going to be repaired. Cllr Heron also reminded the meeting of HCC wanting to work more closely with Town and Parish Councils and that the next briefing was due later in the month. The Clerk advised that Cllrs Lucas and Goodwin had confirmed they would be attending.

Cllr Lucas advised that Tatchbury Lane had had a "spray and chip" repair take place without the pot holes being filled first, which was causing problems. Cllr Heron to take up with Highways as this was unusual, the pot holes normally being filled first.

District Cllr Andrews updated the Parish Council on the Task and Finish group looking at all grants paid out by the council. A report will go to the Community Scrutiny panel in June before going to Cabinet for ratification.

This should make the process much clearer on who can apply and for what sort of grants. Applications for grants will be on line and be accessed earlier than previously, Bullet points that are being added to the grant process for information, but the idea is that there should be minimum bureaucracy.

Dist. Cllr Andrews advised that Councillors Community grants should not be used for the following: -

To benefit an individual resident or householder.

To benefit a commercial enterprise.

To support party political activities

For religious worship or observance; or works to buildings or grounds that are used solely by a religious organisation or to carry out a function that is statutory responsibility of another authority. (footpaths etc.)

And gave examples of when grants **can** be paid.

Supporting a specific social event for a community organisation

Buying an equipment for a nursery run by a charity or a youth group or other social groups.

Improvement to a public area in a village/ward/town

Sponsorship for a local sports team to attend an event/competition.

Dist. Cllr Andrews highlighted the advert in the Stanley's Own magazine about Appletree Careline and explained how it was a 24/7 service and if anyone was worried about a family member living alone or a vulnerable person they should call 8028-5453 to talk to someone for a private chat or more details are available on the Council website.

Finally, advised that was still pursuing the problems with the Haywain Speeding Device and whether it was working properly and asked County Cllr Heron to follow up with HCC Highways.

Dist. Cllr Puttock observed that the NFDC were looking at changes to reduce the overall numbers of District Cllrs and that judging by the latest local election results it appeared most of the electorate were content with the status quo.

6. Agenda Item 6 - Planning Applications; TPO's and Similar.

6(a) New Planning Applications

The following planning applications were considered and resolutions made as shown:

18/00222 - Land of Pippins, Beechwood Rd, BARTLEY, SO40 2LP

Manege; drainage network and soakaway

Applicants attended to answer any questions and a letter of support had been copied to the Council.

Concerns were raised re the number of maneages in the area and it was observed that lots of people owned horses and that in this instance there were no planning concerns. The applicants confirmed that the maneage was for private use only and was not a permanent structure

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Coombs; Unanimous vote in favour of: -

Response 3 – We recommend Permission; with the following comments

- Confirmation that is for private use only

18/00265 - Canaseraga, Winsor Road, WINSOR, SO40 2HJ

2no. outbuildings; demolition of existing

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Coombs; Unanimous vote in favour of the following : - Response 3 – We recommend Permission

Tree Work Applications

The following planning applications were considered and resolutions made as shown

None

7. Agenda Item 7 – Planning; Enforcement and Tree Work Decisions and Updates

The Clerk presented the latest information re Planning; Enforcement and Tree Work Decisions and Updates, to the meeting. The Clerk advised that NFNPA Enforcement had advised that the applicants had decided not to pursue the appeal re an agricultural building at Bartley Forest Farm and that they had paid NFNPA legal costs awarded as a result of the court injunction in full. Complete document published on website.

8. Agenda Item 8 – Confirmation of the Minutes of the previous Parish Council Meeting.

The draft minutes, which had been circulated to members prior to the meeting were agreed.

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Lady Kara Hawks.

Cllr Moriarty asked for an update on the action item regarding the changes to NFDC public announcement publication, Dist.Cllr Andrews advised this was largely a misunderstanding, the local paper chose to report Planning and would continue to do so, the Statutory Notices had not been published properly and considerable financial savings were being made.

9. Agenda Item 9 - Finance – To Receive and Agree Monthly Payment Schedule and Bank Reconciliation.

The payment schedule was presented and agreed, the Clerk advising included two electronic transfer documents for the purchase of the commemorative bench and the HCC Lengthsman balance transfer to Wellow PC. The Chair and Cllr Lucas signed the cheques and documents. The Clerk advised that there was no bank reconciliation as she had not yet received the statements but had been advised by NFDC that the first precept instalment had been paid.

Document published on website

10. To Receive 2017/18 Year End Budget Report from Chair of Finance Committee

Cllr Lucas advised the Finance Committee had met to review the year end accounts and whilst there were no major differences, the receipts total had tipped over the £25,000 limit due to the payment of a Dist. Cllr grant meant for the playground bank account to the Parish Council in error. However, due to a great deal of work by both the Clerk and the Internal Auditor, the External Auditors, PKF Littlejohn had stated was clearly an error as was paid to the playground in the same month and had advised adjusted removal from both receipts and payments which reduced the total to under £25,000.

Cllr Lucas also advised FC members had reviewed earmarked reserves for audit purposes and following advice from the Internal Auditor had identified the £3,000 HCC Lengthsman funding balance as would be transferred during the 2018/19 year; that due to the grant received from County Cllr Heron towards the commemorative bench, £270 had been reallocated to the general grants budget; that concerns had been raised by Minstead re insurance of the shared S.I.D. when not in Speedwatch use and had agreed to write off from the asset register and dispose of the old computer hardware as more costly to update than renew.

Cllr Lucas also advised that as the finance committee had no delegated powers, there was little point in it being a committee. Therefore, the committee members had unanimously voted to downgrade to working party status with immediate effect.

Cllr Lucas also advised that due to concerns of lack of control over pay deals negotiated nationally by the NJC re NJC based contracts that the Council would have no choice but to honour, a number of Councils were moving to non NJC contracts to enable better budget control. And were therefore recommending that Council move to non NJC contract for employees and to seek HALC HR advice for this.

Finally, Cllr Lucas reported that due to its success and increased print run the Newsletter printing and collation was now taking up a significant portion of the Clerk's time and suggested utilising the 2018/19 agreed budget to run a six-month trial of outsourcing. Budget estimates had been obtained from TLC; Vistaprint and were just waiting on one from a local print company and would then bring back as a recommendation to Council at the next meeting.

11. To Receive and Approve Annual Parish Council Audit Return – Certificate of Exemption; Annual Governance Statement and Accounting Statements 2017/18

11.a - Certificate of Exemption

The Clerk advised that due to successful representation from both the Internal Auditor and the Clerk, the External Auditor recommended that the receipt of a £400 grant meant for the playground in April 2017 and transfer in the same month, be identified as an error and the Receipts and Payments totals be adjusted accordingly, reducing the receipts totals to less than £25,000.00. Copythorne PC are therefore able to certify themselves as exempt from limited assurance review (external audit).

Clerk and Chair then signed and dated the certificate of exemption. The Clerk advised that once a minute reference to be assigned to the document, the document, contact details for Clerk and Chair, Confirmation of dates for period for the exercise of Public Rights (4th June to 13th July 2018) would all be submitted to External Auditors via electronic mail.

Annual Governance and Accountability Return 2017/18

11.b - Section 1 – Annual Governance Statement

The Clerk advised she was pleased to report that the Council's internal control systems demonstrate full compliance with this document.

The Clerk and Chair then signed and dated the document. , and

11.c - Section 2 – Accounting Statement

The Clerk advised this had been completed by herself and verified by Internal Auditor and was pleased to report that any variances between totals for 2016/17 & 2017/18 years all fell within the permitted 15% tolerance.

The Clerk and Chair then signed and dated the document.

The Clerk advised that once Sections 1 & 2 had had minute references assigned, the documents along with the Explanation of Variances; Bank Reconciliation; Internal Audit Report, all to be placed on website with certificate of exemption; contact details for Clerk and Chair, Confirmation of dates for period for the exercise of Public Rights all comprise the new Annual Governance and Accountability Return compliance documents. And that to complete the new regulations all documents will all be uploaded to the CPC website under "Transparency" tab before 4th June 2018 and the Confirmation of dates for period for the exercise of Public Rights notice would be placed in the Public Domain via publication on the Notice Boards.

The Chair thanked the Clerk for all her hard work in achieving a successful annual audit.

11. To Receive Grant Application – St Mary's Church Path (Lychgate to School)

The grant application papers had been circulated to Cllrs prior to the meeting.

The Chair advised that the actual amount requested was £250.00 as the £350.00 - £400.00 quoted on the application form was the total of the project and that having reviewed the detail of the request against the latest guidelines received re grant awards to Religious organisations, felt was justifiable as was for Public good. Dist.Cllr Andrews endorsed the Chair's observations, advising that Public Grant Funding could not be given for Religious purposes and that in this instance was for a public amenity.

Resolved: Proposed Cllr Lucas: Seconded Cllr Coombes: Unanimously agreed to award a grant of £250.00 to St Mary's Church towards the cost of the footpath improvements.

It was agreed to add the payment to the May payment schedule, increasing the total balance to £5,467.37 and the cheque was raised and approved by the Chair and Cllr Lucas.

The Clerk advised that she would be reviewing the grant application document to address this problem and GDPR requirements in due course.

12. Review and adoption of appropriate Standing Orders and Financial Regulations

The Clerk advised the following: - Standing Orders were reviewed and agreed in March and would have been revised in June to incorporate GDPR legislation there were no changes to the existing document.

Financial regulations: - Proposed change to Section 11.1 (h), increases the lowest limit for quotations to be increased as follows: -

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall endeavour to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£10,000] and above [£1,000] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.2 above shall apply. The Clerk or RFO shall always endeavour to obtain optimum value for the Council on contracts of less than £1,000.

This is due to it being increasingly difficult to obtain quotations for less than £10,000 and also the difficulties in obtaining 3 estimates for any work above £500.

Resolved: Proposed Cllr Coombes: Seconded Cllr Lucas: Unanimously agreed that Existing Standing Orders and revised Financial Regulations be adopted.

13. Agenda Item 14 – Review of delegation arrangements to committees, employees and other local authorities.

It was advised that the Clerk has delegated authority for expenditure of up to £150.00, which is approved at the next available Full Council Meeting. The one committee now disbanded had no delegated authority.

15. Agenda Item 15 – To Review Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.

Finance Committee to be reassigned as Working Party, Therefore None.

16. Agenda Item 16 – Review of the Council’s and/or employees’ memberships of other bodies.

The Clerk advised that Copythorne PC are members of the SLCC; NALC; HALC; pay for the NFDC GIS Mapping Service and currently pay an annual subscription to CPRE.

And that as part of their efforts to improve business communication with member councils, HALC have now produced a membership document, stating Terms and Conditions, which they have requested be minuted and returned with that minute reference by the member Council.

RESOLVED: Membership of all three bodies and subscriptions to NFDC GIS Mapping service and CPRE were all confirmed for a further year

17. Agenda Item 17 – Review of representation on or work with external bodies and arrangements for reporting.

The Clerk referred Cllrs to the draft Terms of Reference - Review of representation on or work with external bodies and arrangements for reporting document circulated prior to the meeting. Advising the document identified the obligations of Council members when representing the Council and also good practice of reporting back to Council. The Clerk also advised that the website providers had and would be uploading background papers for the meeting on to the site with the agenda w.e.f. the May meeting. This alteration, as recommended by HALC, was made to demonstrate the Council’s commitment to the Transparency legislation and would replace the current appendices to the minutes as it would in future appear as the columns, Agenda; Meeting Papers; Minutes.

18. Agenda Item 18 – Review of working parties, confirmation of the terms of reference, the number of members and receipt of nominations to them

It was agreed to hold this item over to next meeting as two Cllrs were absent.

19. Agenda Item 19 – Review of inventory of land and assets including buildings and office equipment. A copy of the Council’s Asset Register had been circulated prior to the meeting. The Clerk advised that as this now forms the basis for PC Insurance need decision on whether to insure bench seats and notice boards (less than £500 each) and also Office Cabinets, (less than £200 each). Also, the War Memorial is NOT currently insured and should be. It was agreed that due to the relatively low value and allowances in reserves for replacements, the Council would “self-insure” bench seats, notice boards and small value office equipment, but would add the commemorative bench to the insurance schedule due to value. The Clerk advised there was clearly a problem re the War Memorial, but that she had some good news to deliver as part of the Clerk’s report. It was agreed to add the War Memorial once a valuation had been made and that the playground equipment would be added once completed.

Resolved: Unanimously agreed to send asset list to Insurance Company for June 9th Renewal.

20. Agenda Item 20 – Review of Councils Code of Conduct, Complaints and Freedom of Information Procedures

Copies of all procedures had been circulated prior to the meeting, the Clerk advised there were no proposed changes to existing.

Resolved: Unanimously agreed that Existing Code of Conduct, Complaints and Freedom of Information Procedures be re-adopted.

21. Agenda Item 21 - Review of Financial Risk Assessment and Management Action Plan.

The Clerk advised that she was delighted to announce that all the action items identified by the Internal Auditor in the previous year's Financial Risk Assessment and Management Action Plan had all been completed and the action plan was now reduced to one new item Which was GDPR compliance. The Clerk also advised that the Internal Auditor had been very impressed that the Council had achieved this in less than twelve months. The Chair thanked the Clerk for all her hard work to action all the items, and was agreed by all Cllrs present.

22. Agenda Item 22 - Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

The calendar of proposed dates had been circulated prior to the meeting. The Clerk proposed moving the January meeting to third Tuesday in the month to accommodate problems caused by Christmas/New Year holidays and advised that the May 2019 meeting would be the first of the newly elected Council.

Resolved: Proposed dates unanimously agreed.

23. Agenda Item 23 - Correspondence and Clerk's Report

The Clerk advised the following: -

Correspondence

1. Temporary Events Notice received - Annexe, Dormers, Southampton Road, Cadnam, Father's Day (selling flowers with alcohol), Sale of alcohol, 11th June 2018 to 17th June 2018 - 09:00hrs to 17:00hrs
2. Notification received via HALC as follows: - "The Ministry of Housing, Communities and Local Government have published a consultation about unauthorised development and encampments, upon which NALC would like to seek your opinion. Please see the attachment 'PC07-18 Unauthorised development and encampments.pdf' for full details." Deadline for response before 5.00pm on Friday 25th May 2018.
3. Communication received from Southern Health NHS Foundation Trust, re plans to change its secure forensic mental health and learning disabilities services at the Tatchbury Mount site, as attached. Information has been posted on our website.
4. Temporary Events Notice received - 2nd New Forest North (Stanley's Own) Scout Group Scout Hq - Marquee in Field next to Scout Hut - Wedding - Sale of alcohol - 14th July 2018 -14:00hrs to 00:30hrs
5. Confirmation received from NFDC, Various Road Closures for Carnival Saturday 9th June and Fun Run Monday 11th June 2018. These will be posted on the website from the week before.

Clerks Report

1. Notification received from Wellow PC as new Lengthsman cluster lead Parish that confirmation of funding from Hampshire for the new financial year, is again £1,000 per Parish. Plus, a new contract for the year is required as Kevin Bennett, our Lengthsman, has changed his company name to Mint Gardens Services and become VAT registered, detailed instructions about how Wellow plan to administer the scheme to follow once their APM and Annual Audit have been completed.
2. GDPR - Information received from our Internal Auditor as follows: - **Update on GDPR and Data Protection Bill** - The Government has tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport have confirmed with us that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice.
3. The Clerk has ordered the WW1 commemorative bench, should hopefully be in place for Armed Forces Day – 30th June 2018.
4. The Clerk will be developing GDPR policies and procedures using templates provided by the SLCC, to bring to the next Parish Council meeting in June.
5. Whilst archiving Copythorne PC's legal documents, the Clerk has "unearthed" all the old Minute books, from the inception of the Copythorne Civil Parish Council on the 31st December 1894. Such fascinating entries included the only reference to the Country being at War from August 1914 to November 1918, being the purchase of Seed potatoes and a potato sprayer to meet the requirements of the War Agriculture Department to produce the regulation "stones weight" of potatoes. And emergency Council meeting convened on the 5th September 1939, not to discuss the declaration of War on Germany, but the appointment of a new Bartley School Governor due to unexpected vacancy. (And not due to enlistment either!!). However, the good news is the Clerk also found all the receipts for the purchase of the Copythorne War Memorial in 1923 and the subsequently added roll of honour for the 1939-45 War in 1948, so has an accurate basis on which to obtain a modern insurance valuation.
6. The Parish Council Office will be closed from Monday 21st May to Thursday 31st May inclusive. During this time any urgent item should be reported to the Chairman, Cllr Reilly on 07889 842981. Any messages or emails will be responded to on office reopening.

24. Agenda Item 24 – Chairman's Report

The Chair advised he had attended the memorial service for Alderman Ken Thornber at Winchester Cathedral, which was a lovely service and very well attended. That he had also attended the St George's Day parade, where again there had been a great turn out. And finally, the he and Cllr Lucas had attended a meeting with the Royal British Legion representative and the St Mary's Church Warden, to discuss the siting of the WW1

commemorative bench seat and it had been agreed to site it between the War Memorial and the existing "Coronation" seat. It was agreed to approach Kevin Bennett to liaise with the Chair, re installation of the commemorative bench as "non Lengthsman" work for the Council.

Action Clerk

25. Agenda Item 25 – Councillors Reports

Cllr Moriarty advised that he had attended the New Forest Consultative Panel meeting and that his report had been circulated to Cllrs. He drew attention to the item on flooding in Cadnam on his report.

Cllr Lucas advised that at the last FOCP meeting the quotation from Creative Play for the playground, had been accepted as agreed by Council and that work was due to start on the 22nd May to install it.

Cllr Moriarty requested that the move of the Police beat surgery to the Parish Hall Car Park and dates be publicised in the Council newsletter.

Cllr Lady Kara Hawks stated that a Fish & Chip van was regularly parking on a forecourt of premises in Cadnam and was this legal? Chair advised had permission of premises owner. Also advised a neighbour had placed rocks on their verge, it was agreed she would advise the neighbour that this fell foul of highway regulation. Finally advised had at last received a date for her surgery.

26. Agenda Item 23 - Agenda Items for the Next Meeting

Clerk – GDPR Procedures

Cllr Lucas – Newsletter outsourcing and Playground Deed of Assignment legal review.

27. Agenda Item 27 – To Confirm the date of the next meeting – 12th June 2017 at Copythorne Parish Hall (Rear Extension)

Confirmed

Standing Orders were suspended at 9-00pm to enable the meeting to continue.

In the absence of any other business the Chairman thanked those present for attending and closed the meeting at 9.15pm

Chairman _____

Date _____