

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD ONLINE AT 7.00 PM
ON SEPTEMBER 8th 2020**

Members present: Cllr. Simon Lucas; Cllr. Graham Chillcott; Cllr. John Goodwin;
Cllr. Steve Herra Cllr. Jackie Rhodes; Cllr. Sylvia Wiggins;

In attendance: David Rigby – Clerk/R.F.O.

By invitation: Dist. Cllrs Diane Andrews and Derek Tipp

Two members of the public were present

STANDARD AGENDA ITEMS

135/20 Apologies

Cllr. Lady Kara Hawks County. Cllr. Edward Heron Dist. Cllr. Joe Reilly

136/20 Declarations of Interest in items on the Agenda

None

137/20 Public Session

No members of the public present wished to speak.

138/20 County and District Councillors Reports

Prior to the meeting District Councillor Derek Tipp had provided a written report (a copy of which was included in the supporting documents for this meeting on our website). District Councillor Diane Andrews read from a written report that she had sent to the Clerk shortly before the meeting (a copy of which has since been added to the supporting documents for this meeting on our website).

139/20 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

20/00480 – The Brackens, Vicarage Lane, Copythorne, SO40 2PA – Two storey extension; single storey extension; conversion of garage to facilitate additional habitable accommodation.

Parish Comment: 1 – We recommend PERMISSION, but would accept the decision reached by the NFNPA's Officers under their delegated powers.

Cllr. Chillcott proposed, Cllr. Wiggins seconded. All members were in favour

20/00476 – Cherry Tree Cottage, Lyndhurst Road, Cadnam, SO40 2NR – Outbuilding; hardstanding

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed below "*scale; biodiversity checklist issues; external staircase; visual impact; missing outbuildings on plans; potential surface water flooding issues (See NFNPA Planning Portal for full details)*"

Cllr. Goodwin proposed, Cllr. Rhodes seconded. All members in favour

NFDC Planning Applications

None

Signed by the Chairman: Date:

NFNPA Tree Works Requests

CONS/20/0355– Rockram House, New Inn Road, Bartley, SO40 2LR – Prune, deadwood & fell mixed trees

CONS/20/00412 – Bartley House, Brockishill Road, Bartley, SO40 2LN – Prune 1 x Arbutus tree, Fell 1 x Sycamore Tree, Prune 1 x Oak tree

Responses - Due to responses needing to be submitted before the date of the meeting, councillor opinions were gathered by e-mail and unanimous “Leave decision to Trees Officer” responses were sent to NFNPA for both of these applications prior to the meeting.

R/14/15/20/0446 – The Brackens, Vicarage Road, Copythorne, SO40 2PA – Remove deadwood 1 x Oak

Response – N/A, Exempt Works

CONS/20/0447 – Glensyde, Chinham Road, Bartley, SO40 2LF – Prune 1 x Oak

Response – Leave decision to Trees Officer

NFDC Tree Works Request

None

140/20 Planning Decisions made since last Council meeting

NFNPA

Planning Applications decided

20/00344 – Dybdale, Southampton Road, Cadnam, SO40 2NF – Single storey extension; first floor extension; demolition of existing conservatory & attached garage.

NFNPA Decision – Delegated to officer - Grant subject to conditions

20/00380 – Ivy Cottage, Barrow Hill Road, Copythorne, SO40 2PH – Change of use to offices (use Class B1 (a))

NFNPA Decision – Delegated to officer - Grant subject to conditions

20/00423 – Ravenscroft, Winsor Lane, Winsor, SO40 2HG – Outbuilding

NFNPA Decision – Delegated to officer - Grant subject to conditions

20/00432 – 2 Mortimers Cottage, Romsey Road, Ower, SO51 6AF – Replacement Outbuilding

NFNPA Decision – Planning Committee - Grant subject to conditions

In respect of the 20/00432 on which Council had responded “Refuse” based on plans as presented at the July 14th 2020 meeting the members were disappointed that NFNPA had not keep the council updated on changes to those plans which resulted in the NFNPA Planning Committee reaching a “Grant”. As a result that have asked the Clerk to write to the Planning Committee expressing their disappointment with the process .

ACTION – Clerk to write to Stephen Avery at NFNPA to express disappointment and ask for explanation as to why revised plans were not shared with Council between the refusal decision and the Planning Committee meeting.

NFNPA Tree Works Requests decided

CONS/20/0288 - Aden Cottage, New Inn Road, Bartley, SO40 2LR - Prune 1 x Oak

CONS/20/0291 – The Hayes, Newbridge Road, Cadnam, SO40 2NW – Prune 2 x Oak, Fell 1 x Silver Birch

CONS/20/0355 – Rockram House, New Inn Road, Bartley, SO40 2LR – Prune & deadwood mixed species

All “Raise no Objection”

R/14/15/20 – The Brackens, Vicarage Lane, Copythorne, SO40 2PA – Remove deadwood 1 x Oak

“Exempt Works – Safety Concerns

NFDC

Planning Applications & Tree Works Requests

No cases

141/20 To Approve the Minutes and agreed actions of the Meeting of July 14th 2020

Proposed Cllr. Chillcott, Seconded Cllr. Rhodes. All in favour

RESOLVED: The minutes were agreed and soon as is practical they will be signed by the Chairman.

ACTION – Clerk to ensure that the minutes are signed by the Chairman

142/20 Matters arising from the Minutes of the previous meeting

121/20 The minutes have been signed by the Chairman

123/20 Cllr Goodwin sent the Clerk a number of items which have been discussed with Cllr. Chillcott who is leading for the Council on the Parish Design Statement (“PDS”) project. These items will be taken into account when the dedicated PDS webpage is launched.

125/20 a. Cllr. Hawks signed the reconciliation.

b(i) Cllrs. Lucas and Hawks signed & returned the schedule & Electronic Payment Instructions.

b(ii) Cllrs. Lucas and Hawks signed & returned the schedule & Electronic Payment Instructions.

126/20 The Clerk has completed the required actions.

127/20 The Clerk has completed the required actions

128/20 The Clerk has completed the required actions

129/20 The Clerk has completed the required actions.

130/20 The Clerk has completed the required actions with today’s agenda item 14 being part of those actions.

REPORTS AND PRESENTATIONS

143/20 To receive an update of progress of Parish Design Statement

Cllr. Chillcott presented a report (a copy of which is included in the supporting documents for this meeting on our website). Given current COVID-19 restrictions on “Gatherings” it was suggested that the proposed “Next Steps” recommendation on the report be changed to “*Hold a further discussion on how to publicise our intentions; put out an early call for volunteers; and place a hold on the public roll out on October 27th 2020*”.

Proposed Cllr. Herra, Seconded Cllr. Wiggins, all in favour.

ACTION – Clerk to cancel Parish Hall booking made for October 27th.

144/20 To receive and approve a report on the Village Signs Project – Phase 2

Cllr. Herra presented a report (a copy of which is included in the supporting documents for this meeting on our website).

RESOLVED: The report be accepted as presented.

Proposed Cllr. Chillcott, Seconded Cllr. Wiggins, all in favour. **APPROVED**

Signed by the Chairman: Date:

145/20 To receive a report on the Impact of adoption of NFDC Local Plan 2016-36

Cllr. Goodwin presented a report (a copy of which is included in the supporting documents for this meeting on our website). Prior to proposing Cllr. Goodwin asked for the words "Parish Plan" in recommendation ii) to be changed to "Parish Design Statement"

RESOLVED: The report be accepted as amended.

Proposed Cllr. Goodwin, Seconded Cllr. Chillcott, all in favour. **APPROVED**

COUNCIL ADMINISTRATION

146/20 a (i). To receive and agree the Bank Reconciliation for July 31st 2020

The Bank Reconciliation was presented to the meeting by the Clerk. It was checked and agreed by all members. As soon as is practical it will be signed by Cllr. Lucas.

ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Lucas

a (ii). To receive and agree the Bank Reconciliation for August 31st 2020

The Bank Reconciliation was presented to the meeting by the Clerk. It was checked and agreed by all members. As soon as is practical it will be signed by Cllr. Rhodes.

ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Rhodes

b(i). To receive and agree an additional monthly payment schedule for August 2020

The additional Monthly Payment Schedule comprising seven payments for a total of £1,801.97 was presented to the meeting by the Clerk. The schedule was approved by all members. As soon as is practical the schedule & the required Electronic Payments instructions (ref EP16 to EP21) will be signed by Cllrs. Lucas & Herra.

ACTION – Clerk to ensure schedule & electronic payments instructions signed by Cllrs. Lucas & Herra.

b(ii). To receive and agree the monthly payment schedule for September 2020

The Monthly Payment Schedule comprising seven payments for a total of £1022.78 was presented to the meeting by the Clerk. The schedule was approved by all members. As soon as is practical the schedule & the required Electronic Payments instruction (ref EP22 to EP25) will be signed by Cllrs. Lucas & Chillcott.

ACTION – Clerk to ensure schedule & electronic payments instructions signed by Cllrs. Lucas & Chillcott.

147/20 To receive and approve a revised Code of Conduct for councillors

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website).

RESOLVED: The report be accepted as presented.

Proposed Cllr. Chillcott, Seconded Cllr. Rhodes, all in favour. **APPROVED**

ACTION – Clerk to add revised Code of Conduct to our website; and discuss if any additional actions are required with the Democratic Services Team at New Forest District Council.

148/20 To receive and approve amendments to the Terms of Reference for Advisory Committees

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website).

RESOLVED: The report be accepted as presented.

Proposed Cllr. Herra, Seconded Cllr. Chillcott. Standing Order 1s request made by Cllr. Goodwin, accepted by a vote of 5-1 in favour. Cllrs. Lucas, Herra, Chillcott, Wiggins & Rhodes in favour, Cllr. Goodwin against.

APPROVED

ACTION – Clerk to amend the Advisory Committee Terms of Reference and update website with revised version.

149/20 To consider two Grant Applications (under LGA 1972 S. 137(1))

The Clerk presented a report (a copy of which is included in the supporting documents for this meeting on the Parish website).

1. New Forest Citizens Advice Bureau (grant for ongoing activities)

RESOLVED That a decision on this application to be deferred until early in 2021 when a representative of the NFCAB be invited to attend Council and provide a update on their activities

Proposed Cllr. Chillcott, Seconded Cllr. Wiggins, all in favour. **APPROVED**

2. PCC St Mary's Church, Copythorne (grant to assist with repairs to the organ)

RESOLVED That a grant of £250 be made

Proposed Cllr. Goodwin, Seconded Cllr. Herra, all in favour. **APPROVED.**

ACTION – Clerk to advise both applicants of outcome & arrange payment to PCC St Marys, Copythorne

Standing Order 3z was suspended at 9pm to allow the meeting to continue

150/20 Correspondence & Clerk's Report

The Clerk read through his report (a copy of which is included in the supporting documents for this -

151/20 Chairman's Report

The Chair presented his report (a copy of which is included in the supporting documents for this meeting on our website).

152/20 Councillors Reports

Cllr. Chillcott reported that:-

1. Another pane of glass had been broken in the Newbridge phone box which he has reported to Hampshire Police.
2. The New Inn Road phone box adoption was complete and that he would report to the next council meeting on what items needed to be acquired to renovate it.
3. Some of the members of the Flooding Advisory Committee would be meeting a representative of the HCC Flood & Water Management Team on Thursday September 10th in connection with the report on surface water flooding matters in Copythorne prepared by th
4. The NFNPA Ambassadors Scheme that the Council supports had recruited some 240 volunteers and issued around 500 litter picking kits.

No other Councillor reports received.

153/20 Agenda Items for the Next Meeting

Annual external Playground Inspection Report (SL)

Splitwind Pond Maintenance Programme (JG)

SID Replacement Report (SL)

Q2 2020/21 Budget Report (DR)

154/20 To Confirm the next meeting

The next meeting will take place on October 13th 2020 (venue and/or meeting method will be advised in due course depending on current COVID-19 restrictions).

With no further business to transact, the Chairman closed the meeting at 9.18pm