

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON
FEBRUARY 8TH 2022 AT COPYTHORNE PARISH HALL**

Members present: Cllr. Graham Chillcott (Chairman); Cllr. John Goodwin; Cllr. Jackie Rhodes;
Cllr. Sylvia Wiggins; Cllr. Steve Herra; Cllr. Sarah Coombs
Cllr. Lady Kara Hawks
In attendance: David Rigby – Clerk/R.F.O.
By Invitation: District Cllrs Diane Andrews & Derek Tipp

One member of the public was present.

AGENDA ITEMS

21/22 Apologies

None

22/22 Declarations of Interest in items on the Agenda

None

23/22 Public Session

No member of the public wished to speak.

24/22 County and District Councillors Reports

County Cllr, Heron did not attend but had sent a report to the Clerk which has been distributed to Council members earlier this month (a copy of his report will be included in the supporting documents for this meeting in the Council's website).

Dist. Cllr. Andrews read from a report that she had provided to the Clerk shortly before the meeting. Topics included her new role as a member of the NFNPA; a planning request to NFDC for Marchwood Military Port; Southampton Freeport; NFDC Waste Strategy update due on February 18th; NFDC Supplementary Planning Document on Air Quality (a copy of her report will be included in the supporting documents for this meeting on the Council's website).

Dist. Cllr. Tipp added to Cllr. Andrews report by explaining that the Freeport expanded beyond the confines of the Port of Southampton. He mentioned that the cost to NFDC of making all 5000 units of their housing stock "Net Zero for carbon emissions" could be in the order of £100m. He concluded by reporting that all three District Councillors had now processed grant requests to support the Parish Platinum Jubilee celebrations.

25/22 Planning Applications; TPOs and Tree Works Requests

NFNPA - Planning Applications

21/0915 – The Hove, Old Lyndhurst Road, Cadnam, SO40 2NL - Single storey extension; alterations to fenestration.

Parish Comment: 4 - Recommend REFUSAL, for the reasons listed below (see NFNPA Planning Portal).

Cllr. Goodwin proposed, Cllr. Chillcott seconded, all in favour.

21/01082 – Sidley, Southampton Road, Cadnam, SO40 2NB – Application to vary additional condition to application 21/00950 House; outbuilding (demolish existing dwelling) (Application for Non Material Amendment to planning permission 08/93557) to allow minor material amendment)

No Comment

Signed by the Chairman: Date:

21/01057 – Bartley Manor, Brockishill Road, Bartley, SO40 2LN – Single Storey (Glazed Orangery)
Parish Comment: 3 - Recommend PERMISSION, for the reasons listed below (see NFNPA Planning Portal).
Cllr. Rhodes proposed, Cllr. Coombs seconded, all in favour.

21/01058 – Bartley Manor, Brockishill Road, Bartley, SO40 2LN – Single Storey (Glazed Orangery); proposed knock through, to give access to the sunroom (Application for Listed Building Consent)
Parish Comment: 1 - Recommend PERMISSION, for the reasons listed below (see NFNPA Planning Portal).
Cllr. Herra proposed, Cllr. Wiggins seconded, all in favour.

NFDC - Planning Applications

21/11691 – Shelley Nurseries, Romsey Road, Copythorne, SO51 6AE – Change the use of building from agricultural to a single dwelling house (Prior Approval Application)
Parish Comment: 5 – We are happy to accept the decision reached by the District Council's Officers under their delegated powers.
Cllr Goodwin proposed, Cllr. Chillcott seconded, all in favour

NFNPA - Tree Works Requests

CONS/22/0014 – Cherry Tree Cottage, Copythorne Crescent, Copythorne, SO40 2PE – Deadwood and prune 1x Oak

Response - Due to a response needing to be submitted for this request before the date of the meeting, councillor opinions were gathered by e-mail and a "Leave decision to Trees Officer" response was sent to the NPNPA on February 1st 2022

TPO/22/0017 – Copythorne Garage, Romsey Road, Copythorne, SO40 2PB – Prune 7x Silver Birch
Leave decision to Trees Officer

CONS/22/0018 – Copythorne Lodge, Romsey Road, Copythorne, SO40 2PB – Prune 1 x Beech; Prune 1 x Chestnut; Prune 1 x Holly; Remove 1 x Hanging limb from Oak; Fell 6 x Scots Pine trees (4 to monoliths)
Leave decision to Trees Officer

CONS/22/0023 – Tanzima, House, Lyndhurst Road, Cadnam, SO40 2NR – Fell 4 x Unknown species; Fell 4 x (Ornamental) Apple; Fell 1 x Silver Birch; Fell 1 x (Ornamental Cherry)
Leave decision to Trees Officer, we would wish to see replacements planted elsewhere on site.

26/22 Planning Decisions made since last Council meeting

NFNPA - Planning Applications decided

21/00859 – Broom Hill, Winsor Road, Winsor, SO40 2HN – Attached outbuilding with car port; demolition of existing detached outbuilding.

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/01021 – 5 Lakeside, Paultons Park, Ower, SO51 6AL – Extension and roof alteration to existing conservatory.

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00939 – St. Brelade, Southampton Road, Bartley, SO40 2NA – Open shelter attached to outbuilding; 8no. solar panels

NFNPA Decision - Delegated to officer – Grant subject to conditions

21/00858 – Forest Cottage, Southampton Road, Cadnam SO40 2NQ – Two storey extension; detached outbuilding

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00964 – St. Marys Church, Romsey Road, Copythorne, SO40 2PB – Covered gateway

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/01056 – Rufus Lodge, Old Lyndhurst Road, Cadnam, SO40 2NL – Single storey extension; porch; window alteration; cladding (removal of tile hanging)

NFNPA Decision – Delegated to officer – Grant subject to conditions

21/00803 – 8 Barleycorn Walk, Cadnam, SO40 2LY – Replacement conservatory

NFNPA Decision – Delegated to officer – Grant subject to conditions

NFDC - Planning Applications decided

None

NFNPA & NFDC - Tree Works Requests decided

None

27/22 To Approve the Minutes and agreed actions of the Meeting of January 11th 2022

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

RESOLVED: The minutes were agreed and duly signed by the Chairman.

28/22 Matters arising from the Minutes of the previous meeting

4/22 The Clerk contacted County Cllr. Heron who received a confirmation from HCC's Director for Culture, Communities & Business Services that HCC has purchased the residential property known as Cedar in Winsor Road and that the property is one of only two adjoining the narrow access strip that serves the existing County Council owned land to the rear, and the acquisition resolves this site constraint and will enable the County Council to support use of this land for a variety of potential future operational requirements. Any future development will of course be subject to securing a relevant planning consent, however there are currently no immediate proposals.

5/22 The Clerk submitted the required letter on January 17th 2022

8/22 Agreed works to Splitwind Pond will be undertaken before the end of February 2022.

9/22 The Clerk has undertaken the required action.

10/22 Cllr. Chillcott has confirmed that the preparatory work is underway

11/22 Action 1 - Cllr. Coombs has provided her report which is Item 10 on today's agenda

Action 2 - The Clerk has undertaken the required action.

12/22 The Clerk has diarised to take the required action.

15/22 The Clerk submitted the request on January 12th 2022.

29/22 To receive an update on Climate Emergency activities within the Parish

Cllr. Jackie Rhodes presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website).

30/22 To receive a report on possible options for the 2022 Annual Parish Meeting

Cllr. Coombs presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website) and led the subsequent discussions. It was generally agreed to change the format such that a short formal APM will take place within the required timeframe and then an informal event be held as part of the Platinum Jubilee celebrations.

ACTION – Cllr. Coombs to bring a follow up report to the next Council meeting on March 8th 2022

Signed by the Chairman: Date:

31/22 To receive and approve a report on parking issues in Winsor Road

Cllr. Herra presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website)."

RESOLVED: That the recommendation in the report be accepted

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

ACTION – The Clerk to contact NFDC and HCC to request the extension of the “yellow line” parking restrictions at the southern end of Winsor Road.

32/22 To receive and approve a revised documents protocol for Council meetings

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

RESOLVED: That the revised Documents Protocol be adopted.

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

ACTION – The Clerk to add the agreed protocol to the “Policies, Procedures and Governance” page of the Council's website.

33/22 To receive and approve a draft Media Policy

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

RESOLVED: That the Media Policy be adopted.

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

ACTION – The Clerk to add the agreed policy to the “Policies, Procedures and Governance” page of the Council's website.

34/22 a. To receive and agree the Bank Reconciliation for January 31st 2022

The Bank Reconciliation was presented to the meeting by the Clerk.

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

By rotation, the Bank Reconciliation was signed by Cllr. Chillcott after the meeting.

b. To receive and agree the monthly Payments Schedule for February 2022

The Payment Schedule comprising 11 payments for a total of £1470.90, along with the supporting invoices/claims was presented to the meeting by the Clerk.

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

By rotation, the schedules; and Electronic Payment instructions (EP44 to EP50) were signed by the Chairman and Cllr. Herra after the meeting.

35/22 To receive and approve Internal Financial Risk Assessment for 2021/22

The Clerk (as RFO) presented the above document (a copy of which is included in the supporting documents for this meeting on our website) and asked that it be accepted.

RESOLVED: That the Risk Assessment be approved.

Proposed Cllr. Coombs, Seconded Cllr. Lady Kara, all in favour. **APPROVED.**

36/22 To consider Grant Application received

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

RESOLVED: That the Council approves a s.137 grant of £300 for Victim Support (Reg, Charity 298028).

Proposed by Cllr. Goodwin, seconded by Cllr. Lady Kara, all in favour. **APPROVED**

ACTION – Clerk to arrange for the agreed grant to be paid to Victim Support

37/22 Correspondence & Clerk's Report

The Clerk read through his report (a copy of which is included in the supporting documents for this meeting on the Council's website).

38/22 Chairman's Reports

Cllr. Chillcott provided a verbal report covering the following:-
Playground Vandalism – Challenge trail bolt removed (since replaced)
Transport Leaflet – Layout being worked on
Telephone boxes – Polycarbonate panels to be added to Winsor Road box when weather permits
Parish Awards – Reminder re nominations to the Clerk by February 25th 2022.

18/22 Councillors Reports

Cllr. Herra reminded councillors to send possible articles for March 2022 newsletter to him by February 11th 2022.

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

39/22 Suggested Agenda Items for the March 8th 2022 meeting

An update on the Parish Platinum Jubilee Celebration plans and options for a Parish Jubilee Memorial together with the items already listed for March on the Council's Forward Planning Calendar (a copy of which is included in the supporting documents for this meeting on the Council's website).

20/22 To Confirm the next meeting

The next meeting will take place on March 8th 2022.

With no further business to transact, the Chairman closed the meeting at 9.02pm