



COPYTHORNE PARISH COUNCIL

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Friday May 27th 2022 starting at 10am.

Present

Voting:- Cllrs Steve Herra; Graham Chillcott; Jackie Rhodes;

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (With **DRAFT** notes of discussion)

- 1. Election of a Chairman**
Cllr. Steve Herra was proposed by Graham Chillcott, seconded by Jackie Rhodes and unanimously approved as Chairman by the voting members.
- 2. Apologies for absence**
Received from Sylvia Wiggins
- 3. Declarations of Interest.**
None
- 4. Review of notes of previous meeting (March 4th 2022)**
All present were happy that the notes of the previous meeting accurately reflected the discussions.
- 5. Update on Parish Environmental Activities (JR)**
JR advised that Phase 1 of the Greening Campaign had been completed successfully with results to be shared with the local community during the Platinum Jubilee Fun Day on June 4th. Work to prepare for Phase 2 was underway with a planning meeting scheduled for July 14th
- 6. Update on Benches Project (DR)**
DR advised that this matter would be progressed once Phase 2 of the Noticeboards project was completed
- 7. Update on Telephone Boxes Project (GC)**
GC advised that books now removed from Newbridge box. Replacement of window panes in Winsor Road box almost complete, then Pound Lane Box next. Pound Lane “information panel” still to be replaced. “Local custodians” of Newbridge Box have offered to “touch up” paint work, Paint to be supplied by Parish Council.
- 8. Update on Noticeboard replacement programme (DR)**
DR advised that the new noticeboard at the Parish Hall was installed earlier this week and the one near the Scout Hut would be installed later today. The third replacement in Phase 2 near Bartley Post Office would be installed in a few weeks’ time once foliage had been cleared away from it.

9. Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan Advisory Committee.

SH suggested that it would be good to try and pick up ideas of what parishioners wanted the Parish Council to look at as part of Parish Council tent at the Platinum Jubilee Fun Day. All agreed.

GC felt that the work of the Greening Campaign would bring out other ideas.

JR mentioned that “wild flower” areas was already being discussed in this context.

10. Agree date for next meeting

Friday September 9th 2022, 10am

Meeting closed at 10.42am

Copythorne Parish Council – Five Year Plan AC Meeting – May 27th 2022

Item 1 – Election of a Chairman

The Terms of Reference for the Five Year Plan Advisory Committee state the following:-

The voting members of the Five Year Plan Advisory Committee will elect a Chairman annually.

Voting members of the Five Year Plan Advisory Committee are able to nominate themselves or another member for election to the role of Chairman. Any nomination needs to be seconded.

Should there be more than one person nominated then a vote will take place in accordance with Standing Order 8:-

“Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.”

David Rigby, Clerk
May 17th 2022

Copythorne Parish Council – Five Year Plan AC Meeting – May 27th 2022

Item 4 – Review of notes of previous meeting (March 4th 2022)

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Friday March 4th 2022 starting at 10am.

Present:-

(Voting) Cllrs Steve Herra (Chair); Graham Chillcott; Jackie Rhodes; Sylvia Wiggins

(Non Voting) Mr. David Rigby – Clerk and RFO

A G E N D A (with DRAFT notes of discussion)

1. Apologies for absence.

None

2. Declarations of Interest.

None

3. Review of notes of previous meeting (December 3rd 2021)

All present were happy that the notes of the previous meeting accurately reflected the discussions.

4. Update on Parish Environmental Policy activities (JR)

JR advised that all was progressing well with the Greening Campaign Phase 1. Launch meeting scheduled for March 10th to be followed by distribution of “action plan” cards to all houses in the Parish. Stall planned for Sat June 4th at Platinum Jubilee event. Phase 2 of the Greening Campaign has been paid for and will commence in due course.

5. Update on Benches Project (DR)

DR advised that fresh quotes would be needed for the timber required to repair the bench at Splitwind Pond and he would seek these in the next few weeks. Recommendation to progress the work would then come forward to Council in Q2 2022. The unused 2021/22 Benches budget would become a “Designated Reserve” for 2022/23.

6. Update on Telephone Boxes Project (GC)

GC advised that bizarrely the plastic frames for the information posters in the New Inn Rd box had been removed. One of the “Information panels” at the top of the Pound Lane box had been broken in the recent storms and would “for the short term” be replaced by a panel that read “telephone”. Books have started to be left in the Newbridge box, GC would discuss this with the “local custodians”. There are still some windows to be replaced in the Winsor Rd box.

7. Update on Noticeboards (DR)

DR advised that the three new noticeboards (Scout Hut, Post Office, Parish Hall) are due to arrive in the next few weeks. The legs would be cut to size and fixings acquired ready for them to be installed, hopefully by the end of March/early April.

8. Update on “Parish Design Statement” (GC)

GC confirmed that this project remained on hold following lack of volunteers from all six villages to take part. The Clerk had not been able to find any local parishes working on a village/parish Design Statement. Agreed that a letter/e-mail would be sent to those who had

previously expressed an interest in volunteering to explain the position. The unused 2021/22 Parish Design Statement budget would become a "Designated Reserve" for 2022/23.

9. Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan Advisory Committee.

SH suggested that the 5YPAC needed to consider some "What Next" items for 2022/23.

JR suggested that we could gather ideas as part of the Parish Council tent at the Platinum Jubilee event on Sat June 4th.

GC asked whether via the Greening Campaign work we could look at signposting home owners to possible funding help with "green energy projects"

10. Agree date for next meeting

Friday May 27th 2022, 10am.

Meeting closed at 10.48am