

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT
7.00 PM ON MAY 10TH 2022 AT COPYTHORNE PARISH HALL**

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

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

By invitation: Dist. Cllr. Derek Tipp

Eighteen members of the public were present

AGENDA ITEMS

83/22 To elect the Chairman of the Council and for the Chairman to confirm acceptance of Office

Cllr. Chillcott invited nominations from the members present. Cllr. Chillcott was proposed by Cllr. Rhodes & seconded by Cllr. Herra (no other nominations received), all in favour. Cllr. Chillcott was elected and signed the Declaration of Acceptance of Office in the presence of the Clerk.

84/22 To elect the Vice Chairman of the Council and for the Vice Chairman to confirm acceptance of Office

Cllr. Chillcott invited nominations from the members present. Cllr. Rhodes was proposed by Cllr. Chillcott & seconded by Cllr. Herra (no other nominations received), all in favour. Cllr. Rhodes was elected and signed the Declaration of Acceptance of Office in the presence of the Clerk.

85/22 Apologies

Cllr. Lady Kara Hawks

86/22 Declarations of Interest in items on the Agenda

Cllr. Goodwin declared that he had submitted a personal comment to the NFNPA relating to planning application 22/00190.

87/22 Public Session

A member of the public asked if the Parish Council would be sharing their agreed responses on planning applications to be discussed this evening. Cllr. Chillcott confirmed that this would be the case.

88/22 County and District Councillors Reports

County Cllr. Derek Tipp advised that preparations were underway at NFDC for the May 2023 elections which would be the first to require Photo ID. He has agreed a £200 grant to assist with the cost of the Platinum Jubilee celebrations being arranged by the Parish Hall's Jubilee Working Group. Finally, Bartley School is still seeking two new School Crossing Patrol staff. He wonders whether another solution would be a "zebra crossing" and will discuss this with Edward Heron our County Councillor.

89/22 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

22/00256 – Copythorne Garage, Romsey Road, Copythorne SO40 2PB – 2no. car storage garages (demolition of 1no. existing garage)

Parish Comment: 3 - We recommend PERMISSION for the reasons listed (see NFNPA planning portal for details)

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

Signed by the Chairman: Date:

22/00262 – The Walled Garden, Paultons Park, Ower, SO51 6AL – Single storey rear and side extension.

Parish Comment: 5 - We are happy to accept the decision reached by the NPA's Officers under their delegated powers.

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

22/00190 – Hazelmere, Southampton Road, Cadnam, SO40 2NB – Subdivision of existing plot, Hazelmere, and the erection of 5no. affordable 'build to rent' dwellings, including associated parking and landscaping (whilst retaining existing dwelling 'Hazelmere') and provision of a new vehicular entrance to the site, including the relocation of existing parking bays.

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed (see NFNPA planning portal for details)

Cllr. Herra proposed, Cllr. Wiggins seconded, all in favour.

22/00214 – Little Firs, Barney Hayes Lane, Cadnam, SO40 2ND - Application for a Certificate of Lawful Development for existing use for 8,199 square metres of mixed use land comprising of use classes E(g)(iii) Industrial processes, E(g)(i) Offices, B8 Storage or distribution and sui generis and including hardstanding and access; 937 square metres of mixed use buildings comprising of use classes E(g)(iii) Industrial processes, E(g)(i) Offices and sui generis; 2,295 square metres of land used for residential purposes, use class C3; 1no. dwelling and 3no. outbuildings comprising of 153 square metres.

Parish Comment: Narrative response to be submitted by the Clerk (see NFNPA planning portal for details)

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

22/00312 – Home View, Pollards Moor Road, Copythorne, SO40 2NZ – 3no. pitched roof sections over rear flat roof.

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed (see NFNPA planning portal for details)

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

NFDC Planning Applications

22/10485 – Highbury, Salisbury Road, Copythorne, SO51 6AN – Single storey extension

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed (see NFNPA planning portal for details)

Cllr. Rhodes proposed, Cllr. Coombs seconded, all in favour.

22/10499 – Camellia Lodge, Whinwhistle Road, East Wellow, SO51 6BN – 1.83m high close board fencing; remove existing wire mesh and barbed wire fencing.

Parish Comment: 3 – We recommend PERMISSION, for the reasons listed (see NFNPA planning portal for details)

Cllr. Rhodes proposed, Cllr. Wiggins seconded, all in favour.

NFNPA

Tree Works Requests

CONS/22/0175 – Martins Oak, Copythorne Crescent, Copythorne, SO40 2PE - Fell 2 x groups of Conifer trees (6 trees in total); Prune 4 x Oak trees

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 NFNPA on May 4th 2022

NFDC Tree Works Request

None

Signed by the Chairman: Date:

90/22 Planning Decisions made since last Council meeting

NFNPA - Planning Applications decided

22/00156 - Duck Hill Farm, Newbridge, Cadnam, SO40 2NW

Delegated to Officer – Raise Objections

22/00157 - Duck Hill Farm, Newbridge, Cadnam, SO40 2NW

Delegated to Officer – Raise Objections

22/00021 - Bartley Lodge Hotel, Lyndhurst Road, Cadnam, SO40 2NR

Delegated to Officer – Grant Subject to Conditions

22/00188 - Thimble Thatch, Winsor Road, Winsor, SO40 2HP

Delegated to Officer – Grant Subject to Conditions

22/00134 - Midway, Romsey Road, Cadnam, SO40 2NN

Delegated to Officer – Grant Subject to Conditions

NFDC - Planning Applications decided

None

NFNPA /NFDC Tree Works Requests decided

None

91/22 To Approve the Minutes and agreed actions of the Meeting of April 12th 2022

Proposed Cllr. Coombs, Seconded Cllr. Rhodes, all those present at the April 12th 2022 meeting in favour.

92/22 Matters arising from the Minutes of the previous meeting

66/22 The Clerk has advised the resident that a planning application has been submitted for the site in question.

72/22 Cllr. Chillcott has advised that he is progressing this task.

73/22 The Clerk has submitted the printing request and will progress the other recommendations once copies received.

75/22d The Clerk/RFO has actioned the approved transfers

77/22 The Clerk has undertaken the required action.

79/22 The Clerk has sent e-mails as requested and has diarised for responses.

80/22 The Clerk has submitted a request to HCC Highways and has diarised for a response

93/22 a. To receive the Final Internal Audit Review for 2021/22 dated April 7th 2022

The Clerk/RFO presented the above review (a copy of which is included in the supporting documents for this meeting on our website).

RESOLVED: That the review be approved.

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

b. To receive & approve Annual Governance Statement 2021/22 (AGAR Form 3 – Section 1, Page 4 of 6)

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

RESOLVED: That the report be approved.

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

c. To receive & approve Accounting Statements 2021/2 (AGAR Form 3 – Section 2, Page 5 of 6)

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

RESOLVED: That the report be approved.

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

d. To confirm dates for posting Notice of Public Rights

The Clerk/RFO presented the above report (a copy of which is included in the supporting documents for this meeting on our website). The posting date has been corrected to Friday June 10th, the exercise period remains June 13th to July 22nd inclusive.

RESOLVED: That the dates be approved.

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

ACTIONS – i). With regards to 93b/22, 93c/22 and 93d/22 the Clerk/RFO to arrange for the signed AGAR (along with the required supporting documents) to be sent to the external auditors, PKF Littlejohn.

ii). The Clerk to arrange for the required “Notice of Public Rights” to be displayed as agreed.

e. To receive & approve Schedule of Reserves as at March 31st 2022

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

RESOLVED: That the report be approved.

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

f. To receive & approve Schedule of Assets as at March 31st 2022 and insurance arrangements

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

RESOLVED: That the report be approved.

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

94/22 a. To receive and agree the Bank Reconciliation for April 30th 2022

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

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

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

b. To receive and agree the Payments Schedule for May 2022

The Payment Schedule comprising 9 payments for a total of £1834.37, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO.

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

By rotation, the schedules; and Electronic Payment instructions (EP4 to EP8) were signed by the Chairman and Cllr. Wiggins after the meeting.

95/22 Review of delegation arrangements to committees, employees and other local authorities

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website).

RESOLVED: That the review, including the scheme of delegation to the Clerk known as the “Business Continuity Arrangement” be approved.

Proposed by Cllr. Chillcott, seconded by Cllr. Rhodes, all in favour. **APPROVED**

96/22 Review and adoption of Standing Orders and Financial Regulations

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website).

RESOLVED: That the review be approved.

Proposed by Cllr. Herra, seconded by Cllr. Wiggins, all in favour. **APPROVED**

97/22 Review of the Council's and/or employees' membership of other bodies and confirmation of membership.

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website).

RESOLVED: That the review be approved.

Proposed by Cllr. Coombs, seconded by Cllr. Chillcott, all in favour. **APPROVED**

98/22 Review of representation on or work with external bodies

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

RESOLVED: That no changes were required

Proposed by Cllr. Chillcott, seconded by Cllr. Wiggins, all in favour. **APPROVED**

99/22 Review of Advisory Committees, confirmation of the Terms of Reference, the number of members and receipt of nominations to them.

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

RESOLVED: That no changes were required.

Proposed by Cllr. Chillcott, seconded by Cllr. Wiggins, all in favour. **APPROVED**

100/22 Review of Items covered by Standing Order 5J (xvi to xx)

The Clerk read through his review (a copy of which is included in the supporting documents for this meeting on the Parish website). The date in the first paragraph of item 5 was corrected from 2020/21 to 2021/22.

RESOLVED: That the Council approves the review.

Proposed by Cllr. Rhodes, seconded by Cllr. Coombs, all in favour. **APPROVED**

101/22 Setting the dates, times and place of ordinary meetings of the Council for the year ahead.

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

RESOLVED: That the details presented be approved.

Proposed by Cllr. Rhodes, seconded by Cllr. Chillcott, all in favour. **APPROVED.**

102/22 To receive & approve a response to the HCC F&WM Team "Bartley Water-Flood Risk Investigation Report"

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

RESOLVED: That the report be approved.

Proposed by Cllr. Chillcott, seconded by Cllr. Wiggins, five in favour, one abstained. **APPROVED.**

103/22 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 Parish website).

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

104/22 Councillors Reports

Cllr. Chillcott provided a verbal report covering the following:-

1. Attendance at Police and Crime Commission Awards Evening, PCSO Richard Williams runner up in the Neighbourhood Policing Team Officer of the Year category
2. Platinum Jubilee Clock – Report will be submitted to Council at the next meeting.
3. Telephone boxes – glass to polycarbonate panel conversion continues
4. Phone mast near Southampton Road layby at Bartley still to be painted green – Clerk chasing the agent.
5. Outstanding HCC Highways works in Oakfield Road and at Bartley Crossroads. Noted that Clerk continues to chase HCC Highways for completion dates

Cllr. Herra reported that Media & Publicity Advisory Committee will be submitting articles to the local papers to raise profile of Parish Council. First articles will include Parish Award winners (Sunny & Daisy Saini of Forest Pharmacy) and the new noticeboards. He also reminded members of the May 13th copy deadline for the June newsletter.

Cllr. Rhodes provided details of likely level of annual CO2 reductions (259 tonnes) and money savings (£124k) following the commitments made by residents of the Parish in Phase 1 of the Greening Campaign.

Cllr. Coombs raised concerns regarding a piece of land off old Lyndhurst Road. Clerk asked that details be sent to him so that concerns could be raised with Development Control at the NFNPA.

105/22 Suggested Agenda Items for the June 8th 2021 meeting

Platinum Jubilee Clock

106/22 To Confirm the next meeting

The next meeting will take place on June 14th 2022

With no further business to transact, the Chairman closed the meeting at 9.21pm.