

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT
7.00 PM ON MAY 16TH 2023 AT COPYTHORNE PARISH HALL**

Members present: Cllr. Graham Chillcott; Cllr. Jackie Rhodes; Cllr. Lady Kara Hawks
Cllr. Sylvia Wiggins

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

By invitation: Dist. Cllr. Joe Reilly

Eighteen members of the public were present

AGENDA ITEMS

82/23 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. Wiggins & seconded by Cllr. Rhodes (no other nominations received), all in favour. Cllr. Chillcott was elected and signed the Declaration of Acceptance of Office of Chairman in the presence of the Clerk.

83/23 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. Lady Kara (no other nominations received), all in favour. Cllr. Rhodes was elected and signed the Declaration of Acceptance of Office of Vice Chair in the presence of the Clerk.

84/23 Apologies

None

85/23 Declarations of Interest in items on the Agenda

Cllr. Lady Kara declared an interest in NFNPA planning application 23/00097, confirming that she would leave the room whilst this application was discussed.

86/23 Public Session

No member of the public wished to speak.

87/23 County and District Councillors Reports

Dist. Cllr. Joe Reilly reminded members that elections for parish representative on the NFNPA would be held shortly.

88/23 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

23/00265 – Little Firs, Barney Hayes Lane, Cadnam, SO40 2ND – Continued use of building for vehicle repair and servicing; associated yard and car parking.

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

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

Signed by the Chairman: Date:

23/00268 – Little Firs, Barney Hayes Lane, Cadnam, SO40 2ND – Application for a Certificate of Lawful Development for the continued use of land as B8 Open Storage, access and manoeuvring associated with commercial use.

Parish Comment: Narrative response to be submitted by the Clerk (see NFNPA planning portal for details)
Cllr. Rhodes proposed, Cllr. Wiggins seconded, all in favour

Cllr. Lady Kara having declared an interest in the application below left the room taking no part in the discussions

23/00097 – Bramble Cottage, Old Romsey Road, Cadnam, SO40 2ND Hazelmere, Southampton Road, Cadnam, SO40 2NB – Demolition and part demolition of two outbuildings and construction of a replacement building

Parish Comment: 2 – We recommend REFUSAL, for the reasons listed but would accept the decision reached by the NPAs Officers under their delegated powers (see NFNPA planning portal for details)
Cllr. Chillcott proposed, Cllr. Wiggins seconded, all those in the room in favour.

Cllr. Lady Kara returned to the room

23/00410 – Laburnum Cottage, Pollards Moor Road, Copythorne, SO40 2NZ – Single storey ground and first floor extensions

Parish Comment: Parish Comment: 4 - We recommend REFUSAL for the reasons listed (see NFNPA planning portal for details)
Cllr. Rhodes proposed, Cllr. Wiggins seconded, all in favour.

23/00201 – Martins Farm, Shepherds Road, Bartley, SO40 2LH – Outbuilding; greenhouse (For information only - property in the Parish of Netley Marsh)

23/00148 - Swallowfields Farm, Blackhill Rd, Bramshaw, SO43 7JJ - New farm shop building & parking area
Parish Comment: Parish Comment: 3 - We recommend PERMISSION for the reasons listed (see NFNPA planning portal for details)
Cllr. Rhodes proposed, Cllr. Chillcott seconded, all in favour.

23/00486 – Land at The Beeches, Romsey Road, Ower, SO50 6AF – Replacement of existing caravan as day-room in conjunction with existing care and adult support use

Parish Comment: 2 – We recommend REFUSAL, for the reasons listed but would accept the decision reached by the NPAs Officers under their delegated powers (see NFNPA planning portal for details)
Cllr. Rhodes proposed, Cllr. Chillcott seconded, all in favour.

23/00162 – Heatherdene, Barrow Hill Road, Copythorne, SO40 2PJ – Garden wall; driveway surface, access alterations

Parish Comment: 4 – We recommend REFUSAL, for the reasons listed (see NFNPA planning portal for details)
Cllr. Chillcott proposed, Cllr. Rhodes seconded, all in favour.

23/00540 – Dybdale, Southampton Road, Cadnam, SO40 2NF – Addition of lean-to porch to front elevation

Parish Comment: Parish Comment: 3 - We recommend PERMISSION for the reasons listed (see NFNPA planning portal for details)
Cllr. Wiggins proposed, Cllr. Rhodes seconded, all in favour.

23/00455 – The Old Post Office, Winsor Road, Winsor, SO40 2HE - Application for a Certificate of Lawful Development for Existing use from B1 to C3 in relation to 97/NFDC/61518 condition 1

Parish Comment: No comment to make

NFDC Planning Applications

None

NFNPA Tree Works Requests

23/00505/CONS – Old Orchard, Chinham Road, Bartley, SO40 2LF – Prune 1 x Oak tree

23/00506/CONS – Cedar Wood, Copythorne Cres., Copythorne, SO40 2PE – Fell x 1 Spruce tree; Fell group of 2 Pine trees

23/00507/CONS – Scout HQ Romsey Road, Copythorne, SO40 2PB – Fell 1 x Oak tree; prune 1 x unknown species of tree

23/00569/CONS – Stanley Cottage, Winsor Road, Winsor, SO40 2HP – Fell 1 x Apple tree

Response - Due to responses needing to be submitted for these requests 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 ahead of the meeting for all four of the above requests.

23/00584/CONS – Wilbec House, Winsor Road, Winsor, SO40 2HJ – Prune 1 x Oak tree; Fell 2 x Cypress tree.

Parish Response “Leave Decision to Trees Officer”

NFDC Tree Works Request

None

89/23 Planning Decisions made since last Council meeting

NFNPA - Planning Applications decided

22/01032 – 9 Abbotsford, Bartley, SO40 2PN

Delegated to Officer – Grant Subject to Conditions

23/00035 – Paultons Park, Ower, SO51 6AL

Delegated to Officer – Was Lawful

23/00117 – Hawthorne Cottage, Newbridge Road, Newbridge, SO40 2NX

Delegated to Officer – Grant Subject to Conditions

21/00731 – Empress of Blandings, Romsey Road, Copythorne, SO40 2PB

Delegated to Officer – Refuse

23/00159 – Cricket Pavilion, Paultons Park Cricket Ground, Whitemoor Lane, Ower, SO51 6AJ

Delegated to Officer – Grant Subject to Conditions

NFDC - Planning Applications decided

23/10193 – West Wellow Service Station, Romsey Road, Ower, SO51 6GF

Grant Subject to Conditions

NFNPA Tree Works Requests decided

23/00408/TPO	Sir John Barleycorn, Southampton Road, Cadnam, SO40 2NQ – Grant
23/00412/CONS	Newbridge Cottage, Newbridge, SO40 2NW – Raise no objections
23/00505/CONS	Old Orchard, Chinham Road, Bartley, SO40 2LF – Raise no objections
23/00506/CONS	Cedar Wood, Copythorne Cres., Copythorne, SO40 2PE – Raise no objections
23/00507/CONS	Scout HQ Romsey Road, Copythorne, SO40 2PB – Raise no objections
23/00569/CONS	Stanley Cottage, Winsor Road, Winsor, SO40 2HP – Raise no objections

NFDC Tree Works Requests decided - None

90/23 To Approve the Minutes and agreed actions of the Meeting of April 11th 2023

Proposed Cllr. Chillcott, Seconded Cllr. Lady Kara, all in favour.

91/23 Matters arising from the Minutes of the previous meeting

- 71/23 39/23 Clerk has undertaken the required action and still awaiting a response, chased.
- 40/23 Clerk has undertaken the required action and still awaiting a response, chased
- 75/23 Certificate was signed and sent to BDO LLP
- 81/23 The Clerk has started the process of actioning the approved recommendation.

92/23 To Consider the “Co-Option” of candidates for three ordinary vacancies on the Parish Council

The members of the Council considered applications for two eligible candidates

Raquelle Atherton (present) – proposed by Cllr. Rhodes, seconded by Cllr. Wiggins, all in favour

Richard Fowler (unable to attend) – proposed by Cllr. Chillcott, seconded by Cllr. Wiggins, all in favour

ACTION – Clerk to ensure that both co-optees complete a Declaration of Acceptance of Office and a Register of Members Interests form within the required timescales.

93/23 a. To receive the Final Internal Audit Review for 2022/23 dated April 28th 2023

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

b. To receive & approve Annual Governance Statement 2022/23 (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. Chillcott, Seconded Cllr. Rhodes, all in favour. **APPROVED**

c. To receive & approve Accounting Statements 2022/23 (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. Lady Kara, 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 is Wednesday June 7th, the exercise period is Monday June 12th to July 21st inclusive.

RESOLVED: That the dates be approved.

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

ACTIONS – i). With regards to 93b/23, 93c/23 and 93d/23 the Clerk/RFO to arrange for the signed AGAR (along with the required supporting documents) to be sent to the external auditors, BDO LLP.
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 2023

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. Rhodes, all in favour. **APPROVED**

f. To receive & approve Schedule of Assets as at March 31st 2023 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. Lady Kara, all in favour. **APPROVED**

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

94/23 a. To receive and agree the Bank Reconciliation for April 30th 2023

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

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

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

b. To receive and agree the Payments Schedule for May 2023

The Payment Schedule comprising 12 payments for a total of £2374.72, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO.

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

By rotation, the schedules; and Electronic Payment instructions (EP6 to EP12) were signed by the Chairman and Cllr. Rhodes after the meeting.

95/23 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**

96/23 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, including the proposed amendment/amalgamation of Standing Order 18 f & g be approved.

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

ACTION – That the revised Standing Orders be added to the Council’s website

97/23 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. Chillcott, seconded by Cllr. Rhodes, all in favour. **APPROVED**

Signed by the Chairman: Date:

98/23 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 a reserve for Cllr. Wiggins on the New Forest Consultative Panel and NFNPA NE Quadrant be considered at the July 2023 Council Meeting. That Cllr. Atherton become the third person on the NFNPA Forest North East Conservation Area Review Working Group. That Cllr. Atherton be the Council's representative/point of contact for Copythorne Infants School & Bartley Junior School. That the Clerk be the liaison with the Community Speed Watch Team. That the Clerk be responsible for the parish newsletter. Proposed by Cllr. Chillcott, seconded by Cllr. Wiggins, all in favour. **APPROVED**

99/23 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 in addition to existing members the following appointments be made:-

Finance Advisory Committee - Cllr. Atherton

Flooding Advisory Committee – Cllr. Fowler

Media & Publicity Advisory Committee – Cllr. Chillcott

Five Year Plan Advisory Committee – Cllr. Atherton

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

100/23 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).

RESOLVED: That the Council approves the review.

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

101/23 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. Chillcott, seconded by Cllr. Lady Kara, all in favour. **APPROVED.**

102/23 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. Wiggins, seconded by Cllr. Lady Kara, all in favour. **APPROVED.**

ACTION – That the Clerk writes to the Environment Agency as requested and reports back to Council.

103/23 To appoint a "Councillors Panel" to consider the response to a complaint from a resident

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

RESOLVED: That in addition to Cllr. Chillcott, Cllrs. Wiggins & Cllr. Lady Kara be appointed to the panel and that Cllr. Rhodes be appointed as the note taker.

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

ACTION – The Clerk to supply Cllr. Chillcott (as Chair of the Panel) with copies of all correspondence relating to the complaint to be shared with members of the panel. Cllr. Chillcott to then convene a meeting of the panel in accordance with Section 5.5 of the Council's Complaints Policy.

104/23 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). In addition, the Clerk verbally reported that the Pollards Moor Road rising main repairs will not commence until after the Carnival (June 10th) and Fun Runs (June 12th) to avoid the risk of them not being able to take place.

He also reported that he and Cllr. Chillcott had accompanied a member of the Environment Agency ("EA") staff on visits to around 20 properties near to Bartley Water and Old Cadnam identified by the EA of being at risk of flooding whose owners had not responded to the EA offer of a free "Property Flood Resilience Survey". As a result, a number of owners were spoken to with some additional properties signed up to the scheme.

Finally, he reported that on May 17th, he (along with Cllrs. Chillcott and Wiggins) would be attending the celebration to mark the 40th anniversary of Paultons Park opening to the public.

105/23 Councillors Reports

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

1. The Grand unveiling of the Platinum Jubilee Clock.
2. The "Picnic in the Park" (arranged by the Parish Hall) to mark the coronation of King Charles III which followed the unveiling of the clock.
3. His attendance at a meeting arranged by National Grid to keep local councils updated on their plans to replace the overhead power lines in the north east corner of the parish.

Cllr. Rhodes reported that the Greening Copythorne had been working on clearing the pond at Copythorne Infants School. She also mentioned the plans being put together to make Copythorne more colourful by encouraging the planting of flowers in front gardens and – where possible – on roadside verges.

106/23 Suggested Agenda Items or the June 13th 2023 meeting

As per details in the Council's Forward Planning Calendar

107/23 To Confirm the next meeting

The next meeting will take place on June 13th 2023

With no further business to transact, the Chairman closed the meeting at 10.03pm.