

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7.00 PM ON  
JULY 11TH 2023 AT COPYTHORNE PARISH HALL**

Members present: Cllr. Graham Chillcott; Cllr. Jackie Rhodes; Cllr. Sherri Johnstone  
Cllr. Sylvia Wiggins; Cllr. Richard Fowler; Cllr. Raquelle Atherton

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

By invitation: Dist. Cllr. Joe Reilly

Six members of the public were present

**AGENDA ITEMS**

**125/23 Apologies**

Cllr. Lady Kara Hawks

Cllr. Chillcott welcomed Cllr Johnstone to her first meeting following her co-option.

**126/23 Declarations of Interest in items on the Agenda**

None.

**127/23 Public Session**

As a result of an expected question relating to a matter that he has a Disclosable Pecuniary Interest in, Cllr. Chillcott left the Chair and handed over to Cllr. Rhodes (Vice Chair)

A member of the public asked if the Parish Council would contact the NFNPA to ask if the deadline for comments on new information related to planning application 22/00498 could be extended.

**ACTION – Clerk to contact NFNPA. (Note: this has been done and date extended to at least 31/08/2023**

Another member of the public asked if the Parish Council would contact the NFNPA to draw their attention to the difficulty that members of the public have in identifying when responses/comments are made to planning applications on the NFNPA Planning Portal. This was in particular to - but not limited to - planning application 22/00498. The member of the public also drew the Council's attention to an error on the report to Item 6 on the agenda. They also asked when the "Bartley Flood Report" would return to the Council's website.

**ACTION – Clerk to correct the report for Item 6 (since done) and write to the member of the public regarding the other issues raised.**

Cllr. Chillcott returned to the chair.

Another member of the public asked about the Parish Council's involvement in the NFNPA Planning Committee's consideration of planning application 23/00265 due to take place at their meeting on July 18<sup>th</sup> 2023. Cllr. Chillcott explained the process.

**128/23 County and District Councillors Reports**

Dist. Cllr Joe Reilly advised that details of the NFDC Green Waste scheme for 2024/25 involving wheelie bins rather than sacks had been announced. He also mentioned a public meeting regarding a possible Community Energy Project due to take place in Lyndhurst on July 16<sup>th</sup> 2023.

Signed by the Chairman: . . . . . Date: . . . . .

## **129/23 Planning Applications; TPOs and Tree Works Requests**

### **NFNPA Planning Applications**

22/01057 – Forest Cottage, Brockishill Road, Cadnam, SO40 2LN – Erection of Oak Framed Garden Room extension to existing dwelling; porch (Amended Plans)

Parish Response: 1 - We recommend PERMISSION for the reasons listed, but would accept the decision reached by the NPAs Officers under the delegated powers (see NFNPA planning portal for details)  
Cllr. Fowler proposed, Cllr. Chillcott seconded, all in favour.

### **NFDC Planning Applications**

None

### **NFNPA Tree Works Requests**

23/00749/CONS – Paddock Wood, 9 Whitemoor Lane, Winsor, SO40 2HD – Prune 1 x Beech tree; Pruning of woodland edge trees as identified in the application

Response - Due to a response needing to be submitted for this request before the date of the meeting, councillor's opinions were gathered by e-mail and a "Leave Decision to the Tree Officer" response was sent to the NFNPA on 03/07/23

23/00811 – Land opposite The Orchard, Winsor Lane, Winsor, SO40 2HG – Prune 1 x Oak tree

23/00849 – Pumping Station, Pollards Moor Rd, Copythorne, SO40 2NZ – Fell 2 x Pine trees; Fell 1 x Ash tree; Prune back Pine trees hanging over the fence line

Parish Response "Leave Decision to Trees Officer"

### **NFDC Tree Works Requests**

None

## **130/23 Planning Decisions made since last Council meeting**

### **NFNPA - Planning Applications decided**

23/00540 – Dybdale, Southampton Road, Cadnam, SO40 2NF

Delegated to Officer – Grant Subject to Conditions

23/00162 – Heatherdene, Barrow Hill Road, Copythorne, SO40 2PJ

Delegated to Officer - Refuse

23/00401 – Laburnum Cottage, Pollards Moor Rd, Copythorne, SO40 2NZ

Delegated to Officer – Grant Subject to Conditions

22/00841 – Cosy Glen, New Inn Lane, Bartley, SO40 2LS

Delegated to Officer – Grant Subject to Conditions

22/00579 - Bartley House, Brockishill Road, Bartley, SO40 2LN

Delegated to Officer – Grant Subject to Conditions

23/00148 – Swallowfields Farm, Blackhill Road, Bramshaw, SO43 7JJ

Delegated to Officer – Grant Subject to Conditions

23/00021 – Forest Glade House, Brockishill Road, Bartley, SO40 2LN

Delegated to Officer - Refuse

**NFDC - Planning Applications decided**

None

**NFNPA & NFDC Tree Works Requests decided**

None

**131/23 To Approve the Minutes and agreed actions of the Meeting of June 13th 2023**

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

**132/23 Matters arising from the Minutes of the previous meeting**

110/23 The three actions required have all been completed

115/23 102/23 The Clerk has written to the Environment Agency, response awaited and chased

116/23 The Clerk has commenced the required actions

117/23 Sherri Johnstone and the Clerk have completed the required actions

118/23 The Clerk completed the required action. (Note: Mary Davies was elected as the Parishes Representative for the North East Quadrant).

**133/23 To receive and approve an updating report on the Forest NE Conservation Area Review**

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

**RESOLVED:** That the recommendation in the report be approved.

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

**ACTION – Cllr. Chillcott to arrange a date for the “Parish Walkabout” with representatives of the NFNPA.**

**134/23 a. To receive and agree the Bank Reconciliation for June 30th 2023**

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

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

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

**b. To receive and agree the Payments Schedule for July 2023**

The Payment Schedule comprising 8 payments for a total of £1348.84, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO.

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

By rotation, the schedules and Electronic Payment instructions (EP19 to EP22) were signed by the Chairman and Cllr. Wiggins after the meeting.

**c. To receive and agree the Payments Schedule for August 2023**

The Payment Schedule comprising 6 payments for a total of £1,068.54, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO.

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

By rotation, the schedules and Electronic Payment instructions (EP23 to EP24) were signed by the Chairman and Cllr. Wiggins after the meeting.

**135/23 To receive and note Q1 2023/24 Budget Report**

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

Signed by the Chairman: . . . . . Date: . . . . .

**136/23 To receive and approve a report on changes to the Advisory Committee Terms of Reference Document**

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

**RESOLVED:** That the recommendations in the report be approved.

Cllr. Fowler proposed, Cllr. Johnstone seconded, all in favour. **APPROVED**

**RESOLVED:** That the following appointments to Advisory Committees be approved:

Cllr. Johnstone to join the Five Year Plan Advisory Committee. Cllr. Chillcott proposed, Cllr. Wiggins seconded, all in favour. **APPROVED**

Cllr. Johnstone to join the Media & Publicity Advisory Committee – Cllr. Chillcott proposed, Cllr. Rhodes seconded, all in favour. **APPROVED**

Cllr. Fowler to join the Personnel & Governance Advisory Committee – Cllr. Chillcott proposed, Cllr. Rhodes seconded, all in favour. **APPROVED**

**137/23 Clerk to issue for approval suggested allocation of footpaths for councillors to inspect & report on by Aug 25th**

The Clerk presented a copy of the proposed schedule of Footpath/Rights of Way inspections in the Parish (a copy of which is included in the supporting documents for this meeting on the Parish website). After a short discussion - related to a switch of paths between Cllrs. Chillcott & Johnstone - members were happy with the allocations.

**ACTION – Clerk to issue members with individual copies of the inspection schedule & guidance for the task.**

**138/23 Correspondence & Clerk's Report (to include details on how planning matters will be dealt with during August)**

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

**139/23 Chairman's Report**

Cllr. Chillcott provided a verbal report which included the following:-

1. That on July 5th 2023 he attended an online meeting of the HCC Passenger Transport Forum.
2. That the proposal for the Parish Council to provide a plaque to mark the unveiling of the Platinum Jubilee clock has been approved by the Parish Hall Committee.
3. That the New Forest Tour bus has restarted. The "red route" runs through the Parish.
4. The "parade of tractors" that marked the funeral of a young resident of the Parish. A lovely display of community spirit.

**140/23 Councillors Reports**

None

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

**141/23 Suggested Agenda Items for the September 12<sup>th</sup> 2023 meeting**

As per details in the Council's Forward Planning Calendar.

**142/23 To Confirm the next meeting**

The next meeting will take place on September 12<sup>th</sup> 2023

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

Signed by the Chairman: . . . . . Date: . . . . .