

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7PM ON
MAY 14TH 2024 AT COPYTHORNE PARISH HALL**

Members present: Cllr. Graham Chillcott; Cllr. Jackie Rhodes; Cllr. Sylvia Wiggins;
Cllr. Sherri Johnstone

In attendance David Rigby, Clerk/RFO

By invitation Dist. Cllr. Derek Tipp

Five members of the public were present

Prior to the commencement of the meeting Cllr. Graham Chillcott advised those present that Simon Lucas (Parish Council Chairman - September 2018 to May 2021) had sadly passed away on Friday May 10th. A letter of condolence will be sent to his family)

AGENDA ITEMS

75/24 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 proposed himself which was seconded by Cllr. Wiggins (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.

76/24 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. Johnstone (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.

77/24 Apologies

Cllr. Raquelle Atherton, Cllr. Richard Fowler, Cllr. Lady Kara Hawks

78/24 Declarations of Interest in items on the Agenda

Cllrs. Chillcott and Wiggins declared an interest in Item 11 (see minute 85/24 below).

79/24 Public Session

A member of the public asked whether there was a time limit for the NFNPA to make a decision on planning application 23/00268. The Clerk advised that this application was in fact at the appeal stage and that the Planning Inspectorate had yet to set a hearing date. As soon as details were received the Clerk would notify the member of the public.

Another member of the public raised concern about the red and white bollards that had appeared alongside a section of Winsor Road (between the Pound Lane and Winsor Lane junctions). The Clerk advised that he had contacted HCC Highways to ask whether the bollards were intended as a permanent feature or whether a more permanent solution to making safe the edge of the road following extensive ditch digging that had been undertaken by HCC Highways contractors earlier in the year. A reply from HCC Highways is awaited.

80/24 County and District Councillors Reports

No report from County Cllr. Edward Heron

Signed by the Chairman

Date:

Dist. Cllr. Derek Tipp reported that NFDC Cabinet and Council meetings could be viewed online, either live or recorded. He also mentioned that representatives from NFDC had attended a recent careers fayre at Southampton Guildhall.

81/24 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

24/00235 – Nettall, New Inn Road, Bartley, SO40 2LR – Application to vary condition 7 of planning permission 19/00138 (Single storey rear extension; insertion of 2no. dormers; alterations to fenestration; outbuilding (existing rear porch and 2no. Outbuildings to be demolished) to allow minor material amendment.

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.

24/00363 – The Vine Inn, Romsey Road, Ower, SO51 6ZJ – Installation of five electric vehicle charging stations, feeder pillar and substation, and installation of associated underground cabling from substation to point of connection.

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

24/00368 – Land at 'Little Meadow', Newbridge Road, Newbridge, SO40 2NW – Application to vary condition 2 of appeal decision APP/B9506/W/21/3278440 of planning application 20/00901 to allow change of personal permission name for continued use of land and building for dog day care; Hardsurfacing.

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

24/00373 – Land adjoining Sydney Cottage, Winsor Road, Winsor, SO40 2HP – Outbuilding; demolition of existing outbuilding (Amended Description)

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

24/00424 – Land North of Bramble Cottage, Old Romsey Road, Cadnam, SO40 2NP – Application for a Certificate of Lawful Development for Existing use of land for domestic purposes in association with Bramble Cottage (C3 – Dwelling houses).

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

NFDC Planning Applications - None

NFNPA Tree Works Requests

24/00399/CONS – Dell Cottage, Vicarage Lane, Copythorne, SO40 2PB – Prune 1 x Oak tree

24/00422/CONS – Swiss Wood, Winsor Road, Winsor, SO40 2HN – Prune 2 x Oak trees; Prune 2 x Spruce trees; Prune 1 x Ash 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 both of the above requests.

24/00489CONS – St Mary's Church, Romsey Road, Copythorne, SO40 2PB – Fell 1 x Scots Pine tree.

24/00490 TPO – Land to the rear of Whitemoor Pines, Whitemoor Lane, Winsor, SO40 2HD - Prune 1 x Oak tree; Prune group of 2 x Oak trees; Remove all major deadwood from trees above

Response – Leave decision to Trees Officer for both request

NFDC Tree Works Requests - None

82/24 Planning Decisions made since last Council meeting

NFNPA - Planning Applications decided

24/00100 - Land at Paultons Park, Ower, Hampshire, SO51 6AL – Grant Subject to Conditions
24/00146 - 10 Otters Holt, Oakfield Road, Bartley, SO40 2LQ – Grant Subject to Conditions
24/00122 - Bartley Manor Coach House, Bartley Manor, Brockishill Road, Bartley, SO40 2LN – Withdrawn
24/00123 - Bartley Manor Coach House, Bartley Manor, Brockishill Road, Bartley, SO40 2LN – Withdrawn
24/00009 - Roselands, The Lane, Cadnam, SO40 2PQ – Grant Subject to Conditions
24/00225 - Land at Old Grove Farm, Southampton Road, Bartley – Discharge of condition allowed
24/00139 - Heatherdene, Barrow Hill Road, Copythorne, SO40 2PJ – Grant Subject to Conditions

NFDC - Planning Applications decided

None

NFNPA Tree Works Requests decided

24/00260 CONS - Scout HQ, Charles King Hall, Romsey Road, Copythorne, SO40 2PB - Withdrawn
24/00399/CONS – Dell Cottage, Vicarage Lane, Copythorne, SO40 2PB – Raise no objections
24/00422/CONS – Swiss Wood, Winsor Road, Winsor, SO40 2HN - Raise no objections

NFDC Tree Works Requests decided

None

83/24 To Approve the Minutes and agreed actions of the Meeting of April 9th 2024

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

84/24 Matters arising from the Minutes of the previous meeting

69/24 The Clerk has undertaken the required actions

85/24 Discussion regarding a response to a letter from residents to the NFNPA relating to planning application 22/00498; along with consideration of potential issues for future planning applications

Due to Cllrs. Chillcott & Wiggins having to declare an interest in this item and a number of other councillors being absent, Council wasn't quorate to consider this item. Deferred to June 9th 2024 meeting.

86/24 a. To receive the Final Internal Audit Review for 2023/24 dated April 26th 2024

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

b. To receive & approve Annual Governance Statement 2023/24 (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. Wiggins, all in favour. **APPROVED**

Signed by the Chairman

Date:

c. To receive & approve Accounting Statements 2023/24 (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. Wiggins, 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 Friday May 31st 2024, the exercise period is Monday June 3rd 2024 to July 12th 2024 inclusive.

RESOLVED: That the dates be approved.

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

ACTIONS – i.) 86b/24 & 86c/24 - Clerk/RFO to arrange for the signed AGAR (along with the required supporting documents) to be sent to the external auditors, BDO LLP.

ii.) 86d/24 - Clerk to arrange for the “Notice of Public Rights” to be displayed as agreed.

e. To receive & approve Schedule of Reserves as at March 31st 2024

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

f. To receive & approve Schedule of Assets as at March 31st 2024 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. Wiggins, Seconded Cllr. Chillcott, all in favour. **APPROVED**

87/24 a. To receive and agree the Bank Reconciliation for April 30th 2024

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

Proposed Cllr. Johnstone, Seconded Cllr Rhodes, 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 2024

The Payment Schedule comprising 18 payments for a total of £3,072.05, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO. Proposed Cllr. Wiggins, Seconded Cllr. Rhodes, all in favour. **APPROVED**

By rotation, the schedules; and Electronic Payment instructions (EP6 to EP14) were signed by the Chairman and Cllr. Rhodes after the meeting.

88/24 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. Johnstone, seconded by Cllr. Rhodes, all in favour. **APPROVED**

89/24 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 existing Standing Orders and Financial Regulations remain adopted.

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

ACTION – That the review date for the above be added to the Council’s website

90/24 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. Wiggins, seconded by Cllr. Chillcott, all in favour. **APPROVED**

91/24 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 the representative as detailed in the report be approved along with Cllr. Chillcott being added as the deputy for Cllr. Wiggins on the New Forest Consultative Panel and NFNPA NE Quadrant.

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

92/24 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 all of the existing arrangements continue.

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

93/24 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. Wiggins, seconded by Cllr. Rhodes, all in favour. **APPROVED**

94/24 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. Rhodes, all in favour. **APPROVED.**

95/24 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).

96/24 Councillors Reports

Cllr. Chillcott provided a verbal report covering the following: Copythorne Parish Hall Committee meeting on May 7th; D-Day 80 Event Planning meeting on May 9th; attendance at NFDC Civic Service at St Winfrid’s, Testwood on April 28th; attendance at New Forest District Scouts St Georges Day service at Fernycrofts on May 5th.

Cllr. Rhodes spoke about how professional the recent Copythorne Amateur Theatre Society (“CATS”) production of “Play Save” was and that she would recommend their future productions. She also asked that the various Council Health & Safety Risk Assessments be circulated to councillors.

ACTION – Clerk to issue assessments and track acknowledgement of receipt.

Cllr. Johnstone advised that with regards to the Parish Design Statement she had received expression of interest from a few residents in joining the Steering Group. She also reported that a few more local businesses had signed up to the Plastic Free Copythorne campaign.

97/24 Suggested Agenda Items or the June 11th 2024 meeting

Agenda Item 11 from this meeting.

Financial Regulations review (against new NALC template)

Update on Parish Design Statement

98/24 To Confirm the next meeting

The next meeting will take place on June 11th 2024

With no further business to transact, the Chairman closed the meeting at 8.55pm.

Signed by the Chairman

Date: