

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7PM ON
MAY 13TH 2025 AT COPYTHORNE PARISH HALL**

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

In attendance David Rigby, Clerk/RFO

By invitation Dist. Cllr. Derek Tipp

Five members of the public were present

AGENDA ITEMS

67/25 To elect the Chairman of the Council and for the Chairman to confirm acceptance of Office

Cllr. Chillcott proposed Cllr. Johnstone which was seconded by Cllr. Wiggins (no other nominations received), all in favour. Cllr. Johnstone signed the Declaration of Acceptance of Office of Chairman in the presence of the Clerk; and took over the Chair. Cllr. Johnstone thanked Cllr. Chillcott for his time as Chairman.

68/25 To elect the Vice Chairman of the Council and for the Vice Chairman to confirm acceptance of Office

Cllr. Rhodes was proposed by Cllr. Chillcott & seconded by Cllr. Wiggins (no other nominations received), all in favour. Cllr. Rhodes signed the Declaration of Acceptance of Office of Vice Chair in the presence of the Clerk.

69/25 Apologies

None.

70/25 Declarations of Interest in items on the Agenda

None.

71/25 Public Session

A member of the public raised a question relating to flooding in the Bartley area.

Another member of the public raised four questions (two relating to Parish Council administration; one relating to flooding in the Bartley area; and one relating to the Parish Council website).

72/25 County and District Councillors Reports

No report from County Cllr. Edward Heron

Dist. Cllr. Derek Tipp reported that the Rural England Prosperity Fund will soon be open for bids to support local projects with funding of up to £10k per project. The CIL Fund will also be inviting bids for larger infrastructure projects. NFDC is to launch a community lottery that local groups will be able to apply to be beneficiaries of. He also has a small pot (£1,000) for grants to local group/organisations within his ward.

73/25 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

25/00325 – Land adjacent to Pegasus, Barrow Hill Road, Copythorne, SO40 2PH - Application for a Certificate of Lawful Development for proposed fence and gates.

Parish Comment: Narrative comment submitted. Cllr. Rhodes proposed, Cllr. Wiggins seconded, carried.

Signed by the Chairman

Date:

24/01471 – Autumn Place, Southampton Road, Cadnam, SO40 2NG – Single-storey rear extension; alterations to doors & windows; cladding; solar panels

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.

25/00329 – Poynings, Southampton Road, Cadnam, SO40 2NB – Increase garage roof pitch to accommodate: 3no. roof lights; door repositioning

Parish Comment: 1 - We recommend PERMISSION for the reasons listed but would accept the decision reached by the National Park Authority's Officers under their delegated powers (see NFNPA planning portal for details). Cllr. Rhodes proposed, Cllr. Wiggins seconded, all in favour.

25/00340 – Poynings, Southampton Road, Cadnam, SO40 2NB – Extension of existing dropped kerb

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

25/00054 – Cadnam Works, Southampton Rd, Cadnam, SO40 2NG – Replacement roof covering; solar panels

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

25/00368 – Coach Cottage, Southampton Road, Cadnam, SO40 2NF – Single-storey rear extension; porch; rooflight; window and door alterations

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.

25/00320 – Copythorne Garage, Romsey Road, Copythorne, SO40 2PB – 1no. car storage garage and demolition of one garage

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.

NFDC Planning Applications

None

NFNPA Tree Works Requests

25/00486/TPO – The Old Bakery, Riverside Close, Bartley, SO40 2LW - Prune 1 x Oak tree (protected by T1 of TPO/0029/15)

Parish Response – Leave decision to Trees Officer. Cllr. Chillcott proposed, Cllr. Wiggins seconded, all in favour

NFDC Tree Works Requests

None

74/25 Planning Decisions made since last Council meeting

NFNPA - Planning Applications decided

25/00166 - Spirit Pub Company Ltd, The Vine Inn, Romsey Rd, Ower, SO51 6AE – Grant subject to conditions

24/01248 - Dell Farm, Vicarage Lane, Copythorne, SO40 2PA – Grant subject to conditions

24/01249 - Dell Farm, Vicarage Lane, Copythorne, SO40 2PA – Grant subject to conditions

25/00119 - Furzley Cottage, Blackhill Road, Bramshaw, SO43 7JJ – Grant subject to conditions

24/00941 - Violet Cottage, Newbridge Village, Cadnam, SO40 2NW - Allowed

24/00862 - Violet Cottage, Newbridge Village, Cadnam, SO40 2NW – Grant subject to conditions

NFDC - Planning Applications decided

None

NFNPA Tree Works Requests decided

25/00276 CONS - Meadow View, Newbridge, Cadnam, SO40 2NW - Raise no objection

25/00286 CONS - Halloween Cottage, Brockishill Road, Bartley, SO40 2LN - Raise no objection

25/00299 CONS - Glensyde, Chinham Road, Bartley, SO40 2LF - Raise no objection

25/00335 CONS - Tanglewood, Winsor Road, Winsor, SO40 2HJ - Raise no objection

25/00377 CONS - Anton Lea, Chinham Road, Bartley, SO40 2LL - Raise no objection

NFDC Tree Works Requests decided

None

75/25 To Approve the Minutes and agreed actions of the Meeting of April 8th 2025

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

76/25 Matters arising from the Minutes of the previous meeting

60/25 The Clerk has undertaken the required action

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77/25 a. To receive the Final Internal Audit Review for 2024/25 dated April 22nd 2025

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

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

Cllr. Chillcott, asked that a vote of thanks to the Clerk/RFO for his work be noted. All members in favour

b. To receive & approve Annual Governance Statement 2024/25 (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 2024/25 (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. Wiggins, Seconded Cllr. Rhodes, 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 Monday June 2nd 2025, the exercise period is Tuesday June 3rd 2025 to Monday July 14th 2025 inclusive.

RESOLVED: That the dates be approved.

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

ACTIONS – i). 77b/25 & 77c/25 - Clerk/RFO to arrange for the signed AGAR (along with the required supporting documents) to be sent to the external auditors, BDO LLP and added to the Council website.

ii.) 77d/25 - 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 2025

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**

f. To receive & approve Schedule of Assets as at March 31st 2025 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). He advised that the insurance quote for 2025/26 was £940 and that other quotes were being obtained. Insurance will be renewed on June 9th 2025.

RESOLVED: That the report be approved.

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

78/25 a. To receive and agree the Bank Reconciliation for April 30th 2025

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

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

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

b. To receive and agree the Payments Schedule for May 2025

The Payment Schedule comprising 14 payments for a total of £3,382.30, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO.

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

By rotation, the schedules; and Electronic Payment instructions (EP7 to EP16) were signed by the Chairman and Cllr. Fowler after the meeting.

79/25 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. Fowler, seconded by Cllr. Chillcott, all in favour. **APPROVED**

80/25 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 proposed Standing Orders and Financial Regulations be adopted.

Standing Orders - Proposed by Cllr. Rhodes, seconded by Cllr. Wiggins, all in favour. **APPROVED**

Financial Regulations – Proposed by Cllr. Rhodes, seconded by Cllr. Fowler, all in favour. **APPROVED**

ACTION – That the adopted Standing orders and Financial Regulations be added to the Council's website

81/25 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. Rhodes, all in favour. **APPROVED**

82/25 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 representatives as detailed in the report be approved along with Cllr. Johnstone being added to "Climate Change". Proposed by Cllr. Chillcott, seconded by Cllr. Fowler, all in favour. **APPROVED**

83/25 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 existing arrangements continue with the addition of Cllr. Johnstone to Finance. Proposed by Cllr. Rhodes, seconded by Cllr. Wiggins, all in favour. **APPROVED**

84/25 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. Wiggins, all in favour. **APPROVED**

85/25 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.**

86/25 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).

87/25 Councillors Reports

Cllr. Johnstone advised that she would shortly be arranging the dates for the July, September and October Drop In Sessions (no session in August). The consultation by NFNPA on the Draft Copythorne Parish Design Statement is underway with comments to be submitted to the NFNPA by June 4th 2025. She made a presentation to the recent Annual Parish Meeting on this. The Plastic Free Copythorne Steering Group met on May 12th 2025 and the search for additional Community Allies" continues. New Forest Rotary have invited her to talk to a future meeting on the role of Parish Councillors.

Cllr. Wiggins reported that a local resident had asked about the possibility of an area of hardstanding being provided underneath the basketball hoop on the Parish Hall field. Initial feasibility discussions with the Hall Committee are taking place.

Cllr. Rhodes reported that the Greening Copythorne group is being supported by a University of Southampton project called "Love your Place" to look at the issue of Verge Parking in the Parish.

Cllr. Chillcott reported on the following:-

- Presenting the Annual Parish Award to Lady Kara Hawks at the Annual Parish Meeting on May 9th.
- A Parish Councillors visit to Paultons Park to learn about the (now operational) Solar Car Ports.
- That he had been to several meetings regarding plans for the Re-Organisation of Local Government in Hampshire. More information will come from various authorities in the coming months.
- Work on the new roof and additional of solar panels at the Parish Hall is planned to start at the end of May, running through to the end of June.

Signed by the Chairman

Date:

- The success of the VE Day 80 Commemorations (May 8th) and Celebrations (May 10th) in the Parish. He thanked the Clerk for his involvement in arranging the May 8th event.
- A plea for help received from Cadnam Cricket Club regarding dog fouling in their car park. Forestry England has been asked to assist.
- The Spring release of Stallions onto the Forest and the need to take care when visiting the forest.

88/25 Suggested Agenda Items or the June 10th 2025 meeting

As per the Forward Calendar

89/25 To Confirm the next meeting

The next meeting will take place on June 10th 2025

With no further business to transact, the Chairman closed the meeting at 9.00pm.

Draft

Signed by the Chairman

Date: