

MINUTES OF THE COPYTHORNE PARISH COUNCIL MEETING HELD AT 7PM ON JULY 8TH 2025 AT COPYTHORNE PARISH HALL

Members present: Cllr. Sherri Johnstone; Cllr. Jackie Rhodes; Cllr. Sylvia Wiggins;
Cllr. Ria Parry-Norton

In attendance David Rigby, Clerk/RFO

Four members of the public were present.

Cllr. Johnstone (Chair) welcomed Cllr. Parry-Norton to her first meeting as a Parish Councillor.

AGENDA ITEMS

106/25 Apologies

Cllr. Graham Chillcott; Cllr. Richard Fowler, Cllr. Graham Caton.

107/25 Declarations of Interest in items on the Agenda

None.

108/25 Public Session

A member of the public asked if the Council kept historic records of lanes & roads in the Parish as he was looking for information. The Clerk advised the resident that the Council didn't but that he would make contact with him to try and assist.

Another member of the public asked questions regarding meetings of the Council's Flooding Advisory Committee. These were noted.

Finally, a third member of the public raised four questions, three relating to Parish Council administration and a fourth relating to a mobile phone mast in the parish of Netley Marsh.

109/25 County and District Councillors Reports

No County Councillor present or report received. **ACTION** – Clerk to write regarding future attendance.

Dist. Cllr. Joe Reilly read a **statement** from Cllr. Jill Cleary (Leader of NFDC) regarding consultations on Local Government Re-Organisation and the desire for the NFDC Area to remain as it is today (a copy of **this** is included in the supporting documents for this meeting on our website). He also reported that some houses in the parish had without his knowledge been included within Phase One of the new NFDC Waste Collection process.

110/25 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

25/00550 – Furzley Cottage, Blackhill Road, Bramshaw, SO43 7JJ - Two storey rear extension; replacement roof tiles; replacement doors and windows; porch (demolition of existing single storey element & outbuilding).

Due to the late receipt of amended plans it was decided to submit an Option 4 response "We recommend REFUSAL for the reasons listed (see NFNPA planning portal for details)" to be followed up with a more detailed response once members had reviewed the plans in detail.

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

(Note: An Option 3 "we "We recommend PERMISSION for the reasons listed (see NFNPA planning portal for details) was subsequently submitted on July 14th 2025).

25/00648 – 12 Romsey Road, Ower, SO51 6AE - Re-roofing of roof; replacement rainwater goods (Application for Listed Building Consent).

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

NFDC Planning Applications

None

NFNPA Tree Works Requests

25/00684 – Squirrel Gate, Beechwood Road, Bartley, SO40 2LP – Fell 1 x Oak Tree.

“Leave Decision to Trees Officer”. Cllr. Parry-Norton proposed, Cllr. Wiggins seconded, all in favour.

NFDC Tree Works Requests

None

111/25 Planning Decisions made since last Council meeting

NFNPA Planning Applications

25/00320 - Copythorne Garage, Romsey Road, Copythorne, SO40 2PB – Grant subject to conditions.

25/00329 - Poynings, Southampton Road, Cadnam, SO40 2NB – Grant subject to conditions.

25/00340 - Poynings, Southampton Road, Cadnam, SO40 2NB – Grant subject to conditions.

25/00454 - Courtesy Filling Station, Romsey Road, Cadnam, SO40 2NN – Grant subject to conditions.

25/00053 - Providence House, Copythorne Crescent, Copythorne, SO40 2PE – Grant subject to conditions.

NFDC Planning Applications

None

NFNPA Tree Works Requests

25/00625/TPO - Sir John Barleycorn PH, Old Romsey Rd, Cadnam, SO40 2NP – Various Works – Grant (TP).

NFDC Tree Works Requests

None

112/25 To Approve the Minutes and agreed actions of the Meeting of June 10th 2025

Proposed Cllr. Wiggins, Seconded Cllr. Parry-Norton, all in favour.

113/25 Matters arising from the Minutes of the previous meeting

98/25 The Clerk has undertaken the required action.

99/25 Cllrs Parry-Norton and Caton have both completed the required paperwork. The Clerk has witnessed it and forwarded copies of the Registers of Members' Interests forms to NFDC as the Principal Authority.

114/25 To receive & approve the final version of the Draft Copythorne Parish Design Statement for NFNPA Adoption

Cllr. Johnstone (as Chair of the PDS Steering Group) presented the above report (a copy of which is included in the supporting documents for this meeting on our website).

RESOLVED: That the Parish Council approves the presentation of the final version of the Parish Design Statement for adoption at the National Park Authority meeting on Thursday July 24th 2025.

Proposed Cllr. Rhodes, Seconded Cllr. Parry-Norton, all in favour. **APPROVED.**

ACTION – The Clerk to notify the NFNPA of the decision made.

115/25 To receive and approve a report on Playground surface repair

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

RESOLVED: That the Parish Council approves the three recommendations in the report, these being:-

1. Council agrees to the replacement for the whole area of yellow “wetpour” around the carousel rather than a patch repair.

2. Clerk to instruct Company A (Infinity Playgrounds Ltd) to undertake the agreed work for £1,000 ex VAT.

3. That funds be transferred from the Council’s General Reserves to cover the net cost of the works.

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

ACTION – The Clerk is instructed to carry out the three recommendations above

116/25 a. To receive and agree the Bank Reconciliation for June 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. Parry-Norton after the meeting.

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

The Payment Schedule comprising 15 payments for a total of £1,829.19, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO.

Proposed Cllr. Parry-Norton, Seconded Cllr. Wiggins, all in favour. **APPROVED.**

By rotation, the schedule; and Electronic Payment instructions (EP23 to EP29) were signed by Cllr. Johnstone and Cllr. Rhodes after the meeting (Cllr. Rhodes and Cllr. Wiggins signed the payment instruction for EP22).

c. To receive and agree the Payments Schedule for August 2025

The Payment Schedule comprising 6 payments for a total of £1,310.12, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO.

Proposed Cllr. Wiggins, Seconded Cllr. Parry-Norton, all in favour. **APPROVED.**

By rotation, the schedules; and Electronic Payment instruction (EP30-31) were signed by Cllr. Johnstone and Cllr. Rhodes after the meeting.

117/25 To receive and note Q1 2025/26 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.

118/25 To receive & approve recommendation to appoint Tim Light as the Council’s Internal Auditor for 2025/26.

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

RESOLVED:

1. That Council approves the appointment of Tim Light as its Independent Internal Auditor for the 2025/26 Financial Year.

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

2. That the Clerk is instructed to accept Tim Light’s quote of £390 and sign the Letter of Engagement on behalf of the Council

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

ACTION – Clerk to notify Tim Light of the Council’s decisions and sign the “Letter of Engagement”.

119/25 Clerk to issue for approval suggested allocation of footpaths for councillors to inspect & report on by Aug 22nd 2025

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). Members present confirmed that they were happy with the allocations.

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

120/25 To receive and approve updates of three HR Policies

The Clerk (on behalf of the Chair of the Personnel and Governance Advisory Committee) presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website).

RESOLVED: That the Personnel & Governance Advisory Committee recommends to Council that the three revised policies (Disciplinary Policy; Grievance Policy; and Anti-Harassment & Bullying Policy) should be adopted to replace the existing policy documents.

Proposed by Cllr. Johnstone, seconded by Cllr. Parry-Norton, all in favour, **APPROVED.**

ACTION – Clerk to arrange for the updated policies to be added to the Council's website.

121/25 To receive and note reports of any meetings of the Council's Advisory Committees since the last Council meeting.

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

NOTED: Members noted the reports already received from the last meeting of each of the Council's Advisory Committees and also that at future Council meetings they "*..receive and note reports of any meetings of the Council's Advisory Committees since the last Council meeting*".

122/25 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). With regards to Splitwind Pond Cllr. Rhodes asked that it be noted that the pond will need partially "dredging" during the 2025/26 winter period, probably under a licence to be granted by Natural England.

123/25 Chairman's Report

Cllr. Johnstone reported that:-

- She had attended a Hampshire Association of Local Councils ("HALC") Chairing Skills course on July 1st.
- She had attended the HALC County Forum on June 19th (Key topics - Devolution & Climate Change)
- More local businesses had been signed up for Plastic Free Status by Plastic Free Copythorne.
- She would like to thank the Clerk for his hard work in restoring the bench at Splitwind Pond.
- She had given a presentation on the role of local councils/councillors to New Forest Rotary Club.

124/25 Councillors Reports

Cllr. Wiggins reported that two members of the public has spoken to her about a car parked for sale on the highway near the Haywain. Clerk advised that this could be reported to HCC Highways if details provided.

Cllr. Rhodes advised that a resident had raised concerns with her about an overgrowing hedge. The Clerk asked for more details so that this could be investigated and if required, reported to HCC Highways.

Cllr. Parry-Norton reported that she had recently attended HALC courses on “Knowledge and Skills for Local Councillors” and “An Introduction to Planning”. Both of which she found very informative.

125/25 Suggested Agenda Items for the September 9th 2025 meeting

As per the Forward Calendar, along with a report from Greening Copythorne on current activities.

126/25 To Confirm the next meeting

The next meeting will take place on September 9th 2025

With no further business to transact, the Chairman closed the meeting at 8.59pm.