

**DRAFT MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7PM ON
MAY 12TH 2026 AT COPYTHORNE PARISH HALL**

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

In attendance David Rigby, Clerk/RFO

By invitation Dist. Cllr. Joe Reilly

6 members of the public were present

AGENDA ITEMS

81/26 To elect the Chair of the Council and for the Chair to confirm acceptance of Office

Cllr. Rhodes 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 Chair in the presence of the Clerk.

82/26 To elect the Vice Chair of the Council and for the Vice Chair to confirm acceptance of Office

Cllr. Rhodes announced that she wished to stand down from this role. Cllr. Johnstone thanked Cllr. Rhodes for her time in office.

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

83/26 Apologies

Cllr. Ria Parry-Norton.

84/26 Declarations of Interest in items on the Agenda

None.

85/26 Public Session

A member of the public raised a concern relating to lack of responses from the NFNPA regarding believed breaches of planning permission at a site in the Cadnam area. Cllr. Johnstone asked the member of the public to send details to the Clerk for him to follow up.

A second member of the public raised five questions (one relating to the Flooding Advisory Committee meeting on April 28th 2026; another relating to a recent HCC Highways kerbing repair in Bartley; a third relating to the Council's future use of the General Power of Competence; a fourth regarding the Council's Standing Orders in relation to its Advisory Committees; and a fifth regarding typesetting issues within the online version of the May 2026 Parish Council newsletter. All of these questions were noted.

86/26 County and District Councillors Reports

No County Councillor report received. (Cllr. David Millar, the new County Councillor for the HCC Division of Lyndhurst & Fordingbridge only took up office yesterday, May 11th 2026).

Dist. Cllr. Joe Reilly reported that NFDC "Wheelie Bin" waste collections have now started in the parish. He encouraged all residents to read the leaflets sent by NFDC about what bins will be collected when. He also reported on the new Renters Rights Act. NFDC has recently added details of how the Act applies to renters and landlords. Details can be found on the NFDC website at <https://www.newforest.gov.uk/rentersrights>.

Signed by the Chairman

Date:

87/26 Planning Applications; TPOs and Tree Works Requests

NFNPA Planning Applications

26/00202 – Tintagel, Newbridge Road, Cadnam, SO40 2NX - Single storey extension; outbuilding (demolition of existing single storey element)

Parish Response: 3 - We recommend PERMISSION for the reasons listed (see NFNPA planning portal for details). Cllr. Chillcott proposed, Cllr. Wiggins seconded, carried by a majority.

26/00363 – Laburnum Cottage, Old Lyndhurst Road, Cadnam, SO40 2NL – Application for a Certificate of Lawful Development for proposed conversion of integral garage to bathroom/utility room.

Parish Response – No comment.

NFDC Planning Applications

None

NFNPA Tree Works Requests

26/00394/TPO – 1 Orchard Court, Romsey Road, Cadnam, SO40 2LZ – Prune 1 x Sycamore tree. (Tree is T1 of TPO NFNPA/0004/08).

26/00412/CONS - Sunnyside, Winsor Lane, Winsor, SO40 2HG – Fell 1 x Silver Birch tree.

(“Leave decision to Tree Officer” responses sent for both of the above prior to meeting due to deadline date for comments being before the date of this meeting).

NFDC Tree Works Requests

None

88/26 Planning Decisions made since last Council meeting

Planning Inspectorate – Appeals decided

QU/22/0067 – Duck Hill Farm, Newbridge, SO40 2NW – Appeal Dismissed, Enforcement notice upheld.

NFNPA - Planning Applications decided

26/00320 - Paultons Golf Centre, Salisbury Road, Ower, SO51 6AN – Allowed in Part.

26/00247 - Newlands Farm, Winsor Road, Winsor, SO40 2HE – Grant subject to conditions.

26/00189 - The Lodge, Cadnam Lane, Cadnam, SO40 2NS – Grant subject to conditions.

NFDC - Planning Applications decided

None

NFNPA Tree Works Requests decided

26/00326 - Kim House, Chinham Road, Bartley, SO40 2LF - Raise no objections.

26/00295 - Tarquinian, Barrow Hill Road, Copythorne, SO40 2PH - Grant (TP).

26/00303 - Orchard Cottage, Winsor Road, Winsor, SO40 2HN - Raise no objections.

26/00351 - Sunnyside, Winsor Lane, Winsor, SO40 2HG - Raise no objections.

26/00353 - Rozel, Winsor Lane, Winsor, SO40 2HG - Raise no objections.

26/00394 – 1 Orchard Court, Romsey Road, Cadnam, SO40 2LZ – Grant (TP).

26/00412 – Sunnyside, Winsor Lane, Winsor, SO40 2HG – Raise no objections.

NFDC Tree Works Requests decided

None

89/26 To Approve the Minutes and agreed actions of the Meeting of April 14th 2026

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

90/26 Matters arising from the Minutes of the previous meeting

74/26 The Clerk has undertaken the required action.

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91/26 a. To receive the Final Internal Audit Review for 2025/26 dated April 28th 2026

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

b. To receive & approve Annual Governance Statement 2025/26 (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. Rhodes, Seconded Cllr. Caton, all in favour. **APPROVED.**

c. To receive & approve Accounting Statements 2025/26 (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. Caton, 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 Tuesday June 2nd 2026, the exercise period is Wednesday June 3rd 2026 to Tuesday July 14th 2026 inclusive.

RESOLVED: That the dates be approved.

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

ACTIONS – i). 91b/26 & 91c/26 - 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.) 91d/26 - 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 2026

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 2026 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 renewal premium for 2026/27 (under a three year agreement which ends on June 8th 2028) is £881.43. Insurance will be renewed on June 9th 2026.

RESOLVED: That the report be approved.

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

92/26 a. To receive and agree the Bank Reconciliation for April 30th 2026

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

Proposed Cllr. Caton, Seconded Cllr Rhodes, 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 May 2026

The Payment Schedule comprising 14 payments for a total of £3,203.13, along with the supporting invoices/claims, was presented to the meeting by the Clerk/RFO.

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

By rotation, the schedules; and Electronic Payment instructions (EP5 to EP14) were signed by the Chairman and Cllr. Wiggins after the meeting.

93/26 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). Cllr. Caton suggested that the "Business Continuity Arrangements" document be amended to remove sections relating to COVID-19 that are no longer relevant.

RESOLVED: That the review, subject to the amendments suggested to the "Business Continuity Arrangements", be approved.

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

ACTION – Clerk to arrange for the revised document to be added to the Council's website.

94/26 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.

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

ACTION – Clerk to add the review date for these documents on the Council's website.

95/26 Review of the Council's and/or employees' membership of other bodies & 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.**

96/26 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.

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

97/26 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 the existing arrangements, Cllr. Caton be added to the Flooding Advisory Committee (request) and the Finance Advisory Committee (as required by its Terms of Reference).

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

98/26 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. Chillcott, all in favour. **APPROVED.**

99/26 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. Caton, seconded by Cllr. Rhodes, all in favour. **APPROVED.**

100/26 To receive and note reports of any Advisory Committee meetings published since the last Council meeting

The Clerk presented the above report (a copy of which is included in the supporting documents for this meeting on the Council's website). Members noted reports from the Five Year Plan Advisory Committee meeting on March 5th 2026 and the Flooding Advisory Committee on April 28th 2026.

101/26 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).

102/26 Councillors Reports

Cllr. Johnstone advised that:-

- She attended the NFDC Civic Service held on April 19th 2026 at St.Wins Church in Totton.
- She attended the "Councillors Drop-In session" at the Community Café on April 25th 2026.
- Responses to the Community Health Bus consultation were still being collated.
- She had been asked by the Copythorne Carnival Committee to judge the carnival parade entries.
- The next meeting of the Plastic Free Copythorne Steering Group would be on May 15th. It would discuss ideas for it's involvement with the carnival and the idea of an environmental sculpture at the Parish Hall.
- She would like to congratulate David Millar on his election as our new HCC Councillor.

Cllr. Johnstone concluded her report by asking that a vote of thanks to the Clerk/RFO for his work in preparing the AGAR and this meeting be noted. All members in favour.

Cllr. Chillcott reported on the following:-

- That he had attended (and reported back on) the New Forest Association of Local Councils ("NFALC") meeting on March 25th and that our MP, the Rt.Hon. Sir Julian Lewis would be attending the next NFALC meeting on June 4th to brief those present on Local Government Reorganisation.
- That the recently planted hedge in the Parish Hall field had been vandalised. This - and other "anti-social activities" - had been reported to the police.
- That the "red phone box" in Winsor Road had been skilfully repaired by a local tradesman.
- That Peter Hebard from the Brockenhurst and New Forest Flood Action Group had given a presentation at the April 28th meeting of the Parish Council's Flooding Advisory Committee meeting on "Natural Flood Management".
- The long-standing fly-tipping issue in Southampton Road had been resolved but sadly not the one along the A36 in Ower. *(The Clerk advised that he will be chasing NFDC again later this week).*
- Issues with vehicle movements related to the Affordable Housing development in New Inn Road.

Cllr. Wiggins reported that a local resident had asked her about the “donation signs” that were previously displayed around the playground. The Clerk advised that these remain in safe keeping following issues with the backing boards de-laminating.

Cllr. Rhodes reported that interest continues to grow amongst residents and business owners in the Greening Copythorne “Copythorne in Bloom” competition. Entries need to be received by June 1st.

103/26 Suggested Agenda Items for the June 9th 2026 meeting

As per the Forward Calendar (a copy of which is included in the supporting documents for this meeting on the Council’s website).

104/26 To Confirm the next meeting

The next meeting will take place on June 9th 2026.

With no further business to transact, the Chairman closed the meeting at 8.47pm.

Draft

Signed by the Chairman

Date: