

Ordinary Meeting of Minstead Parish Council  
The Surgery, Minstead Village Hall  
**Monday 7 October 2013** at 19.30

**Present:** Cllrs W Andrews (Chair), H Bennett, M Bridle, S Cattell, A Ferguson, P Glover, R Taylor.

**In attendance:** Cllr Diane Andrews (NFDC), N Medcalf, S Barriball.

**1. Apologies for Absence**

Cllr Mans (HCC)

**2. Declarations of Interests**

None

**3. Public Participation Period**

Mr Medcalf (Canterton Manor Farm) explained that he proposes to extend/alter his property to provide accommodation linked to main house for his parents. Following advice from planning officer, his current applications have been withdrawn and he hopes to have new plans for next meeting.

**Item 9 was taken at this point**

*[Mr Barriball left meeting at 19.20]*

**4. To confirm the Minutes of the Ordinary Meeting held on 2 September 2013**

These were agreed by all and signed.

**5. Matters Arising**

- Travellers – suggested measures to prevent illegal camping on Glebe land: Mrs Bakewell not present. **Ongoing**
- Appraisals for Clerk and Lengthsman: Chairman reported that appraisal for Clerk had been completed. He proposed and it was agreed that Clerk's hours be increased from 9h/week to 10h/week since, with increased workload, Clerk averages at least 10 hours work per week. Cllr Cattell reported that appraisal for Lengthsman is in hand but not yet completed. **Ongoing**
- Potholes/eroded edges on roads: No response from Highways. Clerk to remind Richard Bastow. **Ongoing**
- Bridleway 10 Phase 2: Cllr Cattell has arranged site meeting with Mr J Cartwright (HCC) on 23 Oct. **Ongoing**
- Clearance of vegetation encroaching road at Malwood and of brambles on Top Green: Response received from Forestry Commission (FC) re verge at Malwood. Clerk to pursue FC re clearance of brambles on Top Green. **Ongoing**

**6. Matters Ongoing**

- Traffic through London Minstead: Clerk to email Cllr Mans re white lines (cc R Bastow, R Millar). **Ongoing**
- Footpath 8 – boats + machinery parked outside Hobby Cottage plus garden refuse: Refuse removed and parking is on Hobby Cottage land. **Closed**
- Consultation on *Landscape Action Plan*: Council is satisfied with changes made in response to suggestions. **Closed**
- Church Close roadside fencing to protect hedge – possible grant: £250 received from Cllr Mans (will be in October finance report). Invoice sent to NFVHA for £250. **Ongoing**
- List of properties in Minstead: Cllr Taylor will print copy of spreadsheet so others can enter information. **Ongoing**
- Drainage – mapping to show where standing water on roads + problems outside village shop: Map in progress. **Ongoing**
- Proposed cycle racks on NFDC land behind village notice board: CDA have expressed disapproval. Nevertheless Council agreed to install racks. Cllr Taylor to place order via Clerk. **Ongoing**
- *Freedom of Information Policy*: Cllr Bennett working on customising model docs. **Ongoing**

- Housing for village clock: in hand. **Ongoing**
- Parking problems around Trusty Servant: PC Morant has been putting notices on cars, which seems to be effective. **Ongoing**
- Bridleway across Glebe Land: agreed that no short-term resolution is possible. **Closed**
- *Village Statement* – draft document: agreed to reconsider when website is done. **Closed**

## 7. Report from Police/Community Support Officer

Not present

## 8. Reports from County and/or District Councillor

Cllr Mrs Andrews (NFDC) reported the following activities/discussions at NFDC:

- Ongoing investigation following complaint of unpleasant odours at Sir Walter Tyrrell pub.
- Opposition to HCC's proposed closure of Cranleigh Paddock despite it having specialist unit for dementia. Statistics show that New Forest has highest incidence of dementia in Hampshire.
- Allocation of Community Grants to charities who apply.
- With shortage of burial places in New Forest, there is consideration of a crematorium.
- Replacing public toilets.
- Coastal protection.
- New waste strategy – but no changes being made to domestic refuse collection.
- Woodlands Hostel (Pikes Hill) up for auction.

[Cllr Mrs Andrews and Mr Medcalf left meeting at 20.50]

## 9. Website for Minstead Village

Mr Barriball demonstrated some of the features for proposed new website and emphasised that it would be easy to manage as well as easy to use. He explained that:

- Parish Council will purchase the domain, so will own the website - cost £102 for 2 years. Cllr Mrs Andrews offered to fund this £102 from her Councillor Grant.
- Other parties can contribute to website but PC will moderate – i.e. approve content before it goes live.
- There will be a disclaimer re content.
- Two administrators will be required – Mr Barriball plus one from Parish Council.

In response to concerns Mr Barriball explained that back-ups would be automatic and, if site was hacked into, it would be restored to back-up. Chairman said that Parish Council lead on this would be a service to community. All Cllrs agreed to go ahead. Mr Barriball agreed to organise the domain (will take 4 - 8 weeks) using Clerk address for Parish Council and to report on progress at November meeting.

## 10. New Standards Regime – registration of interests

Chairman has meeting arranged with Grainne O'Rourke (NFDC Monitoring Officer) to discuss difficulties with registration.

## 11. Improving drainage of Church Footpath

Mr Salanson has completed ditching work in his field. *Small Grants Scheme* (HCC) offer received for £1,840 (includes NPA contribution). This to be used for digging ditch on uphill side with drains across into Mr Salanson's drains.

## 12. Report from Friday Surgeries

These are still useful.

## 13. Lengthsman – report on progress of work

During September Mr Short:

- Carried out annual inspection on condition and risk assessment of structures etc. [His Inspection Report was circulated].
- Cut grass and whips at Bull Lane path; Cut grass, trim back whips at Church footpath.

Council agreed he should be reimbursed for expenses (e.g fuel and oil) and must be encouraged to claim.

**14. Clerk – review hours of work**

Covered in Matters Arising - See Item 5 above.

**15. Planning****NPA Decisions**

**98698 & 98699** The Orchard. Mr & Mrs Sandeman. Replacement dwelling, garage; access alteration. Demolition of existing bungalow and attached garage. **Grant**

**Decision Awaited**

**98712** Thatched Cottage, Emery Down. Mrs Hilliard. Retention of replacement outbuilding.

**New Planning Applications**

**98641** Belwood Cottage, Emery Down. Mr Colvin. Single storey extension; one and two storey extension; linked double garage with games room over; demolition of existing garages. **Comment No 2 - it looks as though Games Room could become habitable accommodation and proposed extension would look out-of-keeping with the house.**

**98791-98794** Canterton Manor Farm. Mr & Mrs Medcalf. 1 and 2 storey extensions, including basement; associated landscaping. Listed Buildings Consent. **WITHDRAWN**

**98875** Manor Park Offices, Park Farm. Mr Henderson. Extension to offices. **Comment: No 1 because cannot find any objection.**

**98744** Minstead Study Centre. HCC. Construction of wood store; installation of wood stove with flue. **Parish Briefing not yet received. Postpone to next meeting. Make sure Manor Farm is aware of proposal.**

**98869** The Splash. Mr Arkle. Demolish garage and erect new garage plus detached car port. **Comment: Parish Briefing not yet received. Postpone to next meeting.**

**Trees**

**CONS/13/0693** Hewers Orchard. Remove two branches from oak; fell second oak. **Work already done.**

**CONS/13/0705** The Rise. Fell or crown reduction of 13 trees. **Comment – preserve oak if possible.**

Cllr Cattell suggested that perhaps Cricket Pavilion at Malwood should be listed – it features in all old Minstead films. Cllr Glover to make enquiries.

**16. Correspondence [see Lists circulated separately]**

E-mail correspondence previously circulated:

- NFALC: NFDC presentation on *Council Tax Reduction Scheme for 2014/15* on 31 Oct. **Cllr Andrews to attend.**
- Information Commissioner: request to check information held on register of data controllers and pay renewal fee. **Information checked and payment of renewal fee agreed.**
- HCC Older People's Well-Being Team: promotion of the *Village Agent* project. **As when this project started, it is felt that a Village Agent not needed in Minstead.**
- NFNPA: *New Forest Community Routes* public drop-in session 7 October 4 - 7pm.
- NFALC: Extract from *Hansard 12.09.2013* re proposed legislation to allow councils to make online payments and to send agendas electronically.
- NFDC: *NFDC Local Plan Part 2* - Public consultation on modifications 4 Oct – 15 Nov.
- NFNPA: revised *Statement of Community Involvement (SCI)* - consultation to 22 Nov. **Cllr Taylor will send his few comments.**

Other correspondence:

- NFNPA: copy of *Local Enforcement Plan* adopted 2013 [with items To Read].

- New Forest CAB: request for grant: Proposed by Cllr Andrews seconded by Cllr Glover and agreed to grant £50. [Enquiries showed that both Copythorne and Bramshaw PCs have annual budget plus application form for grants to local organisations.]

To Read:

- *Local Councils Update* (October 2013)
- NFNPA *Local Enforcement Plan* adopted 2013

## 17. Finance

- Receipts & Payments for September 2013:

	£	£	£
<b>Bank Balance as at 30.09.2013</b>			<b>13,104.36</b>
<b>Receipts:</b>			
NFDC: Precept			4,750.00
<b>Accounts to Pay:</b>			
Communicorps: <i>Local Councils Update</i> subscription renewal to 31.10.14		75.00	
Minstead Hall: Room hire (Surgery x12, Lounge x1) to 31.08.14		171.50	
Mark Bridle: Snow ploughing Minstead roads over winter 2012/13		120.00	
Information Commissioner: Data Protection registration to 31/10/2014		35.00	
HMRC: PAYE for Clerk + L'man (2 <sup>nd</sup> quarter)		267.51	
Mr S Short: Lengthsman salary for September		78.79	
Mrs P Osborne:			
Clerk salary for September	275.65		
Tel	0.90		
Home-working allowance	18.00		
<b>TOTAL</b>	<b>294.55</b>	<b>294.55</b>	

Reconciliation:

Balance at 30.09.2013		13,104.36
Less: outstanding payments listed above	1,042.35	
Actual balance		12,062.01

Proposed for payment by Cllr Andrews, seconded by Cllr Bennett and agreed.

## 18. Reports from Parish Representatives

- Village Hall (Cllr Andrews) – no meeting yet. Initial quote received for additional parking: £35,000 for 20 extra spaces.

## 19. Items raised by Councillors

- Cllr Taylor – complaints from parishioners re Wiggle cycle event. Agreed Cllrs Ferguson and Taylor to send letter to NPA, police, HCC Highways and Wiggle, objecting to cyclists' conduct on the roads.
- Cllr Glover – notification of forthcoming running event, *Minstead Stinger*.
- Cllr Glover – has noticed that bottle bank being used for sheets of glass.
- Cllr Bridle - Running Hill – recent problem with cars in wrong direction blocking entrance thereby preventing exit from A31. Cllr Andrews to try to install camera to capture number plates.
- Cllr Bridle – witnessed a commercial vehicle driven at excessive speed through village.
- Cllr Bridle – Manor Farm Cottage: house still empty but garage window changed and garage being inhabited. Clerk to inform Planning Office since this is not permitted.
- Cllr Bennett – has received no information yet re HALC AGM. Clerk to contact HALC.
- Cllr Cattell – will check that Naboth's Vineyard is being built according to plans.

## 20. Date of next Ordinary meeting: Monday 4 November 2013 at 19.30

Meeting closed at 22.00